Elektronisches **B**estell-, **I**nformations- & **S**ervice- **S**ystem

User Manual – Part 1

Deutsches Elektronen Synchrotron

Version 2013

Part 1 - User

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Part 1 - User

Preface

The digital version of this manual allows directly reaching a special chapter of the manual by consulting the table of contents and by clicking the corresponding page number while pressing the control keying STRG. Furthermore you may search for keywords by using the Word search (STRG+F key).
Brief instructions referring to different topics can be found on the e.biss-intranet site.

1. Introduction

e.biss (**E**lektronisches **B**estell-, **I**nformations- und **S**ervice-**S**ystem) is the electronic order, information and service system of DESY and other sites of the Helmholtz association. e.biss is the basis of the purchase processes at all participating institutes. All articles and services required are ordered and reserved with the help of this program.

2. Hotline

Whenever you should have any questions or suggestions regarding e.biss, please contact the competent departments respectively their hotlines.

Problem		Dep.	Tel	E-Mail
Unclear responsibilities		V4	5050	v4-ebiss@desy.de
Questions regarding accountment		V3	3523	
Installation and user's assistance		V1-DV	4157	vdv-ebiss@desy.de
Hotline e.biss	**HH**	V4	5050	v4-ebiss@desy.de
	Zeuthen	V4/Z	7219	

3. Requirements

3.1. Operational requirements

In order to get access to DESY's merchandise management system, you need to submit to V1DV department an application form (http://warenwirtschaft.desy.de/ebiss_beschaffungssystem/index_ger.html), duly completed and counter-signed. Furthermore the participation in a user's training is a mandatory requirement. This training may be effected by your key user or the CM department (phone -5050)

Technical requirements

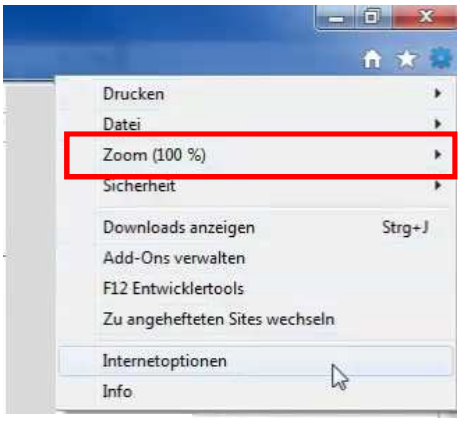
In order to come up to the technical requirements, the user just needs a computer which technically disposes of a network connection to the DESY network and which is listed in the network diagram. This is granted either at your work place or by applying for a VPN-access for an access from outside of the DESY network.

The Microsoft Internet Explorer (DESY standard) or Firefox (UCO approved version) have been chosen as the browsers of access. Other web browsers are not intended for access or use.

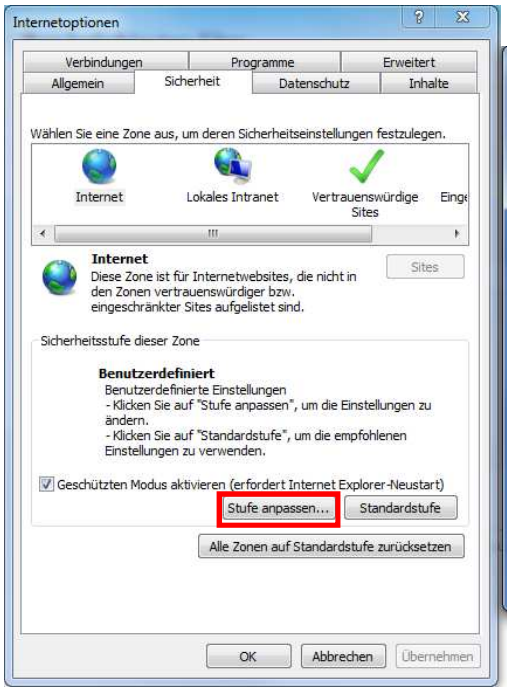
Security levels of the web browsers have to be adapted to the DESY and DKFZ domain, otherwise faulty descriptions or a malfunctioning of the merchandise management system will be the result.

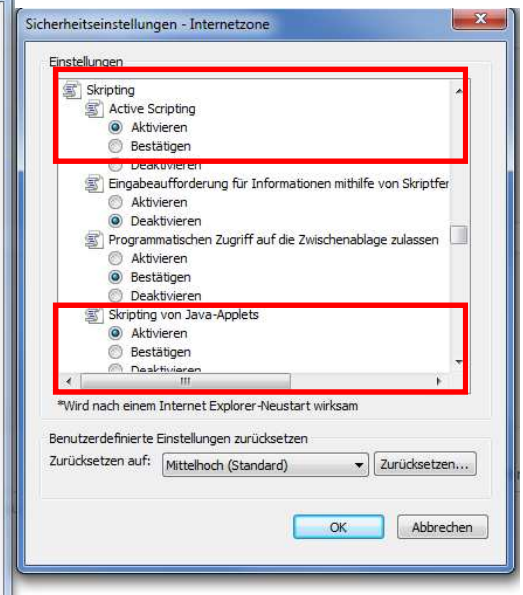
Microsoft Internet Explorer

In order to grant a reliable access, the security settings of the Microsoft Internet Explorer imperatively have to be adapted. The following pictures illustrate the different steps which have to be taken, allowing the adjustment of the security setting of the Microsoft Internet Explorer.



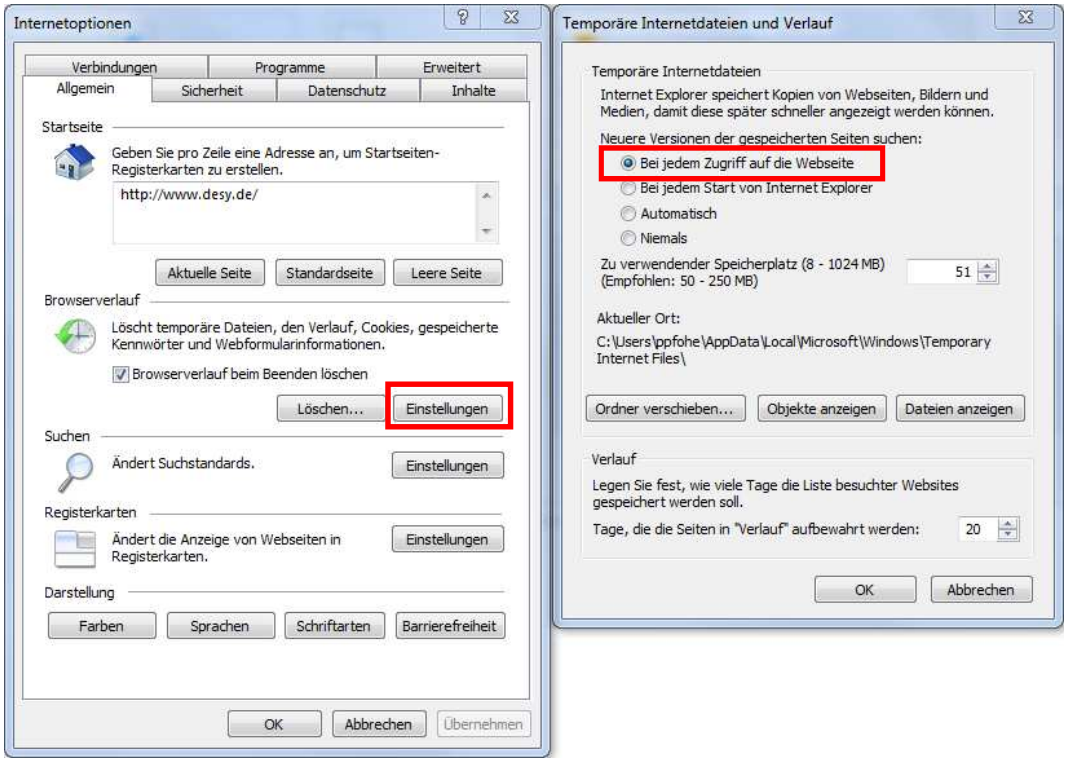
If you want to adjust the security settings of the Microsoft Internet Explorer, please start the program and go to **"Extras".** The menu item **„Internetoptionen"** has to be chosen. Now turn to the tab **„Sicherheit"** and confirm the button **„Stufe anpassen"**.





Another window opens, showing various security settings. Scroll down the list. The item **"Scripting"** can be found as the main point of this list.

Please check whether the function **"Scripting / Active Scripting"** is active. If not, it should be activated by clicking **"OK"**.
Change to the tab **„Allgemein"** and chose the settings for the browser's history. With each access to a website, the latest version should be looked for. Please confirm your input with **"OK"**.

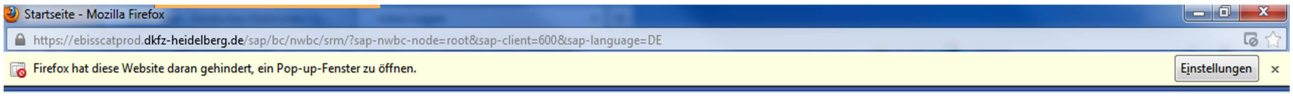


It may also occur that your general settings do block all **Pop-Ups** (standard default settings). In this case your browser's settings, if necessary the installed filter, have to be adjusted, allowing Pop-Ups to be indicated by the internet browser. In this case please click **"Optionen für diese Seite"** and confirm **"Für immer zulassen"**.

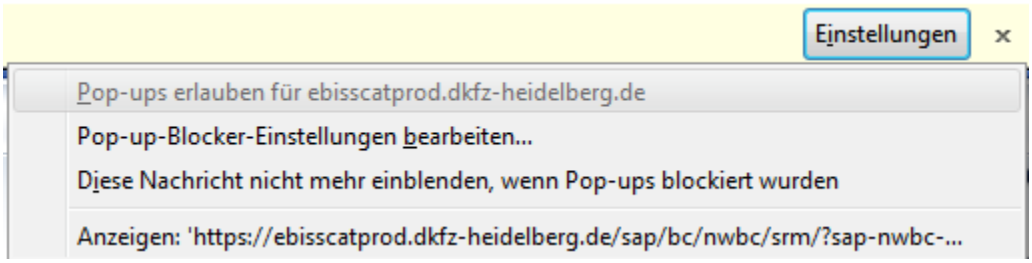
Mozilla Firefox

In order to allow the use of the e.biss system, you have to accept all Pop-Ups for the DESY domain as well as for the website of the "Deutsche Krebsforschungszentrum" "dkfz-heidelberg.de".

Should following notice appear when using the Mozilla Firefox web browser:

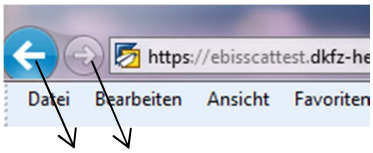

Startseite - Mozilla Firefox
https://ebisscatprod.dkfz-heidelberg.de/sap/bc/nwbc/srm/?sap-nwbc-node=root&sap-client=600&sap-language=DE
Firefox hat diese Website daran gehindert, ein Pop-up-Fenster zu öffnen.
Einstellungen

press the button **„Einstellungen"** and a selection menu opens. Confirm the first selection point: **"Pop-ups erlauben für dkfz-heidelberg.de"**, respectively **"Pop-ups erlauben für desy.de"**.



Particularities during navigation

When working with e.biss, please do not use any browser navigation buttons. e.biss websites are **dynamically generated and dispose of a program logic** which is rendered inoperative whenever browsing back and forth is taking place. Just use the buttons offered by the e.biss program.



Browser navigation buttons; Please never use them!!

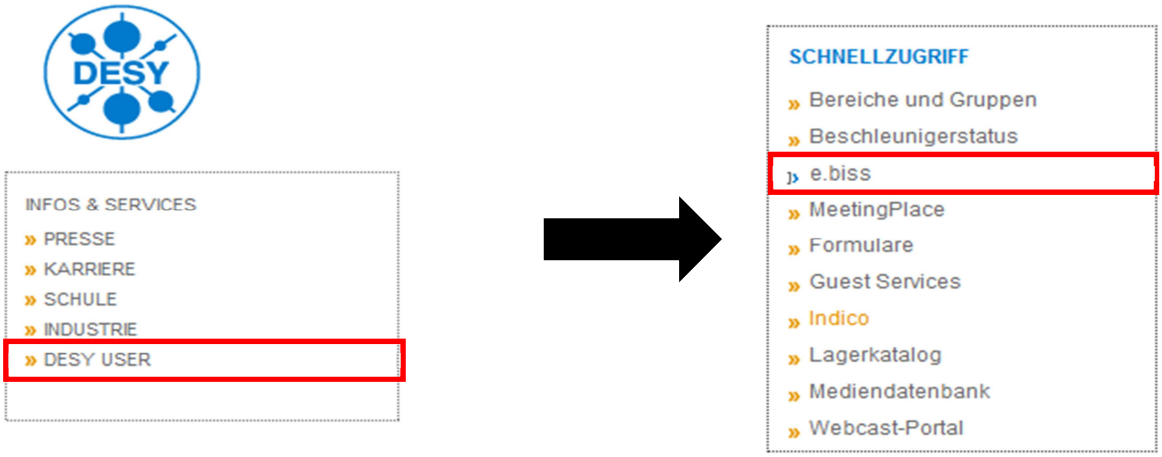
4. Merchandise management system e.biss

4.1. Access

e.biss can be found on the DESY website. Please enter www.desy.de.

On the left side of the homepage you find an overview of the links for the DESY internet. In order to navigate to e.biss, click the link **"DESY USER"**. Now the page **"Infos & Services"** opens. On the left side of this page you find the overview **"Schnellzugriff"**.

By confirming this link, you get access to the merchandise management system.

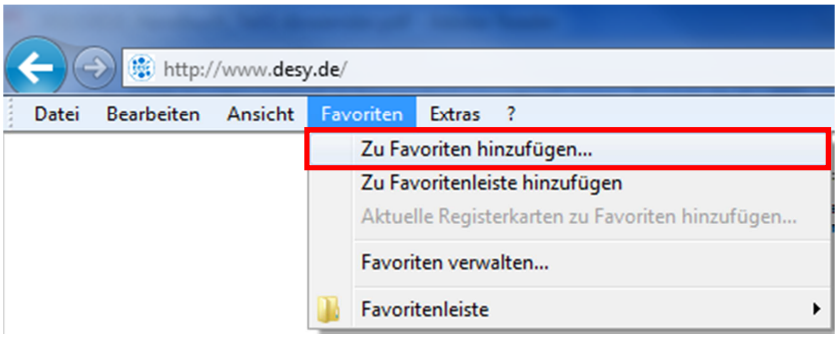


4.2. Favourites

The e.biss internet page may be saved as a favourite in your browser. Like this, quick access to the e.biss system is guaranteed for the future. Necessary actions are explained and listed below for the Microsoft Internet Explorer and Mozilla Firefox.

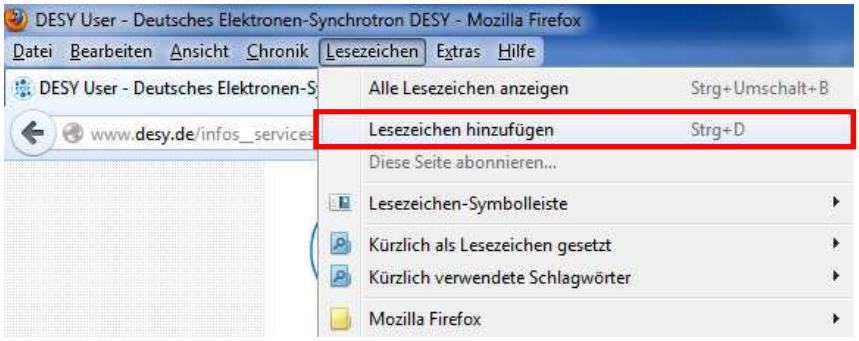
Microsoft Internet Explorer

In order to add the e.biss homepage to your favourites, please go to the menu item. Click **"Favoriten"**. The menu opens. Then chose **„Zu Favoriten hinzufügen"** and the currently opened page will be saved with your favourites.



Mozilla Firefox

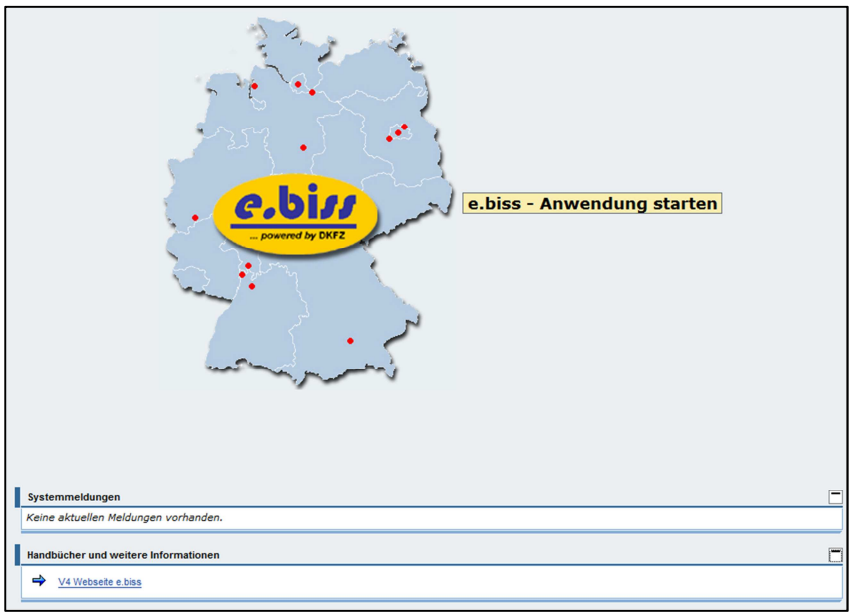
Favourites can be saved via a menu item. Please open the menu item **"Lesezeichen"** and confirm the item „**Lesezeichen hinzufügen**".



4.3.Registration

e.biss-portal page

The portal page to e.biss disposes of a button „**e-biss-Anwendung starten**" to start the ordering procedure.
Furthermore the screen field **"Systemmeldungen"** informs about maintenance work, system failures or other remarks.



Click to the button next to **„Handbücher und weitere Informationen" (manuals and further information)** and another field opens. You now click to the link "V4 …" and you will be routed to the page **"V4 e.biss-Kontaktseite".**

The red points displayed on the map of Germany represent other institutes joining the e.biss cooperation.

By confirming the button „**e.biss – Anwendung starten**", the e.biss portal opens.

Part 1 - User

You will have received from V1-DV an e-mail, stating your user name as well as your initial password.

Please enter those data to the fields „**Benutzer**" (user) and „**Kennwort**" (password). After this initial registration, you will be asked to choose a new password. Enter the data to the fields and confirm.

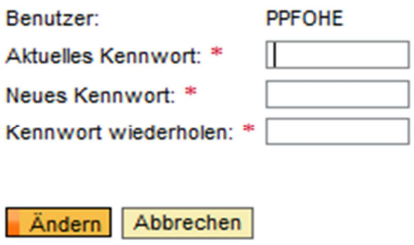
Remark: Although the selection menu normally disposes of the option to change the language „Sprache", the system presently doesn't allow to change the language to English. Various background data are not yet entered

After having entered the data, please confirm the button **„Anmelden"**. Your entry data will be verified and after the successful login the home page of e.biss opens.

Selection of language:
Presently **only the German version** available

Change of the password

In case you should require another password, you may change it on the homepage. As usual, you complete the user and password fields. You then click the button **"Kennwort ändern"** – Please don't confirm **"Anmelden"**. After that, a new command line prompt opens. Again you have to enter your original password (Aktuelles Kennwort). The new password (Neues Kennwort) shall not contain any umlaut. It must consist of minimum 6 characters and maximum 8 characters. You are not entitled to choose a password which you used before. Five different passwords have to be used before your initial password can be chosen for a second time.

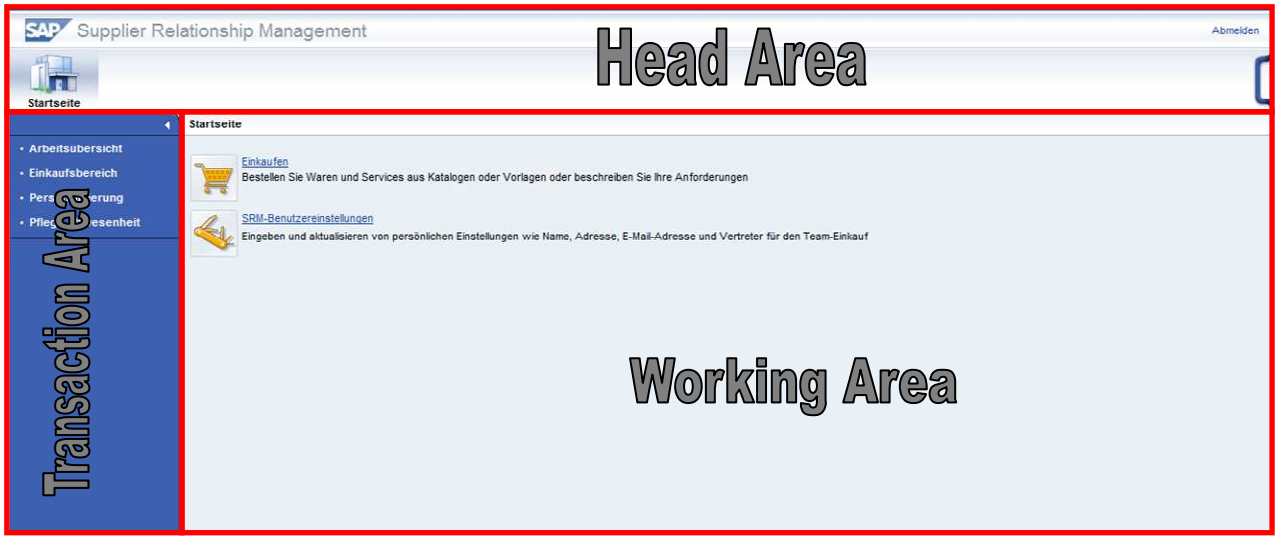


Afterwards you have to enter again your new password into the fields "Neues Kennwort" and "Kennwort wiederholen" and to save this procedure by confirming the input instruction **"Ändern"**. Your password can only be changed once a day. Your account will automatically be blocked whenever the password is entered incorrectly three times a day. In such case you will then have to contact V1-DV, calling #4157., in order to have your account activated again.

Forgot your Password: Tel.#4157

4.4.Structure of the homepage

After having logged in to the system, you reach the e.biss home page which is divided up to three sections:



Head area

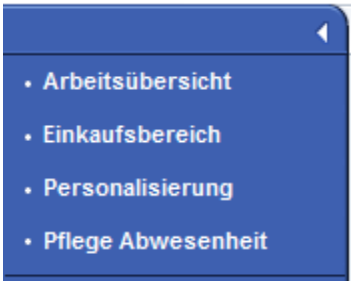
By confirming the button **„Startseite"**, the start page will open. The button **„Abmelden"** is used to close the application.

Working area

The working area is the major area of the home page. All contents are indicated and transactions executed.

Transaction area

In the menu shown on the left side, following hyperlinks can be found:



Arbeitsübersicht (Work overview)

This menu item shows you the work items which are to be processed. These work items for instance could concern altered or rejected shopping carts. An approver will find all shopping carts to be approved. The "Quick Criteria Maintenance" (Kriterienschnellpflege) allows to filter by various aspects. The aspect: Neue Workitems und Workitems in Bearbeitung will show all current shopping carts to be processed. Upon completion and updating, the corresponding lines will disappear from the list.

Einkaufsbereich (Purchasing area)

This is the most important and useful section for you as a user. By consulting the **"Einkaufsbereich",** you get an overview of ordered and saved shopping carts. You may receive information about the current status of a shopping cart and, with the help of the Quick Criteria Maintenance(Kriterienschnellpflege), certain shopping carts (WK) can be found.

Personalisierung (Personalization)

The menu item „Personalisierung"provides the user with an overview of his personal SRM-user settings **"SRM-Benutzereinstellungen"**.

Pflege Abwesenheit (Maintenance absence)

Presently the menu item **"Pflege Abwesenheit"** is exclusively used by an approver.

5. Purchase information

5.1. Personalization

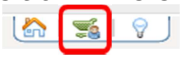
When logging in to e.biss for the first time, it is important to check your master data saved, first under **"Personalisierung"** and afterwards under **"SRM-Benutzereinstellungen"**. In case you should discover any discrepancies, you are IMPLICITLY asked to report this to V1-DV (#4157). A permanent correction of you data can only be effected by the administration.

On the occasion of your next purchase please check, whether the data have already been changed. Otherwise the goods ordered may be delivered incorrectly by the colleagues of the "internal transport group". As a result, delivery may be delayed.

5.2. Time slot

Once the catalogue is opened (IQuisition), the system automatically determines the exact time of the access. As from this moment, the e.biss-system is at your disposal for approx. 60 minutes. This has proven to be an appropriate tool for guaranteeing user's safety when using internet technology.

Error application is coming up.
20130517
IIHNKEN
130147
s00027cp
https://ebisscatprod.dkfz-heidelberg.de:/sap/bc/webdynpro/sapsrm/wda_1_fpm_oif
Benutzer-Session (HTTP/SMTP/..) nach Timeout abgebaut
Benutzer-Session (HTTP/SMTP/..) nach Timeout abgebaut
Method: PREPROCESS_REQUEST of program CL_WDR_CLIENT_ABSTRACT_HTTP===CP
Method: IF_HTTP_EXTENSION~HANDLE_REQUEST of program CL_WDR_MAIN_TASK==========CP
Method: EXECUTE_REQUEST_FROM_MEMORY of program CL_HTTP_SERVER==========CP
Function: HTTP_DISPATCH_REQUEST of program SAPLHTTP_RUNTIME
Module: %_HTTP_START of program SAPMHTTP

In case the error message (Benutzer-Session (Http/SMTP/..) nach Timeout abgebaut)*)* should appear whilst being logged in to e.biss, the allocated time of 60 minutes has been exceeded. You can log in again to restart your purchase. The data of the shopping cart filled before, possibly haven't been saved in the SRM (work overview) and therefore the requested articles have to be added again. Once being transferred, the data of a shopping cart, generated in IQuisition, will be saved in a separate shopping cart (master copy) in IQuisition. This shopping cart can be found in the section "zu den eigenen Warenkörben wechseln".  Please don't forget to **update before**.

5.3. Secrecy agreement

The user of the merchandise management system is requested to ensure that information about prices and products are kept in confidence from third parties.

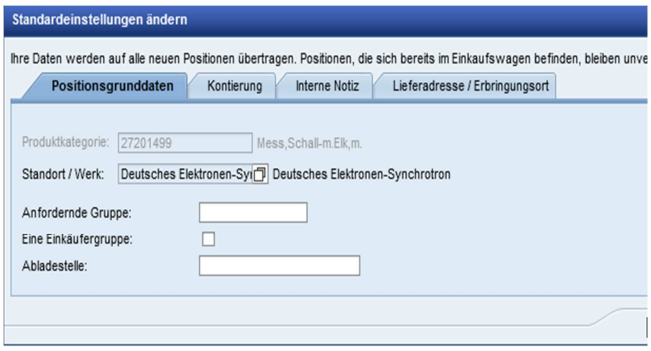
6. Purchasing

6.1. Presettings

Modification of personal standard settings (e.g. delivery address)

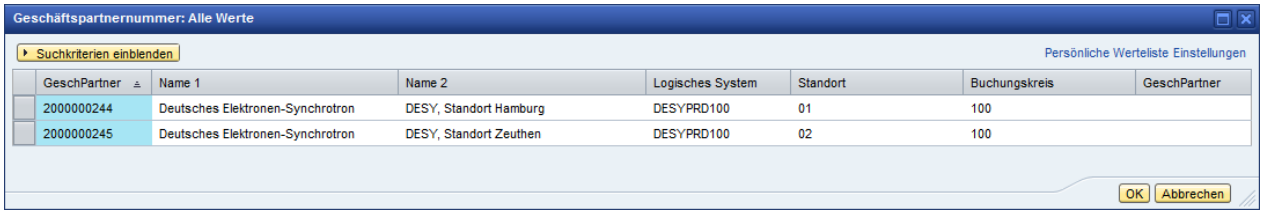
The link **"Einkaufen" (Purchase)** will take you to the overview **„Einkaufen in 4 Schritten"**. Under the heading **"Persönliche Standardeinstellungen ändern" (Modification of personal settings)** you may, among others, determine the point of delivery and the cost centre (PSP etc.) for the shopping basket to be created. You just modify the data for your current purchase operation.

By confirming the button, a new window opens. Here you may fix data for the purchase to be effected by overwriting the data provided by the e.biss system. Following settings can be modified:



- Standort/Werk (location/factory)
- Abladestelle und Anfordernde Gruppe (unloading point and requesting group)
- Eine Einkäufergruppe (only one purchaser group to work on this shopping cart)
- Kontierung (account assignment)

Standort (Location):
Under the menu „**Standort**", either Zeuthen or Hamburg can be entered as delivery address.



Example: An employee of DESY, Hamburg, orders free text articles for the DESY, Zeuthen location. In this case the settings have to be corrected. Normally, as per standard settings, it is not necessary to make any input or changes.

Abladestelle (Delivery address):

With this option you may change the delivery address. Example: in case your order is not supposed to be delivered to your office address, but to another office workplace, workshop or laboratory. Deliveries of goods on pallets can be sent to the provided storage areas.

In order to avoid faulty deliveries and potential ambiguities, the new delivery address should be stated as described in the alongside example

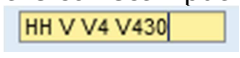
Syntax:
Place, House number **R.** Room number **Tel.** extension
Example: HH 11 R.11 Tel.1944
This example shows the location Hamburg, Building 11, Room No. 11 and the user's telephone extension no. -1944

Eine Einkäufergruppe: (One purchasing group):

In case the purchase is supposed to be executed by one purchaser, this may be enforced by clicking the button "Eine Einkäufergruppe".
The background: You intend to order a camera as well as accessories like lenses and special software. Of course all components must perfectly match with the camera. In such case the function "Eine Einkäufergruppe" should be activated.

Anfordernde Gruppe: (Requesting group):

Under this option the requesting group is stated. In case the group shown shall be amended, the correct input of the new data is required.



This example shows an order for the V430 department, being part of V4 and of V, located in Hamburg.

In case these basic position data are not entered, the system automatically uses your personal data which are stored in the system.

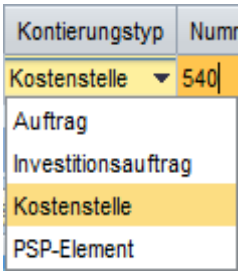
Changing the account assignment

Before starting the purchase procedure, the account assignment has to be entered to the e.biss system. The ordered article or services are going to be booked and settled to this account. Without amendment of the account assignment, your standard cost centre will be debited. Before placing an order, the assumption of costs has to be clarified!

Account assignment categories - overview

- **Auftrag / Order**
- **Investitionsauftrag/Investment order**
- **Kostenstelle / Cost center**
- **PSP-Element / PSP element**

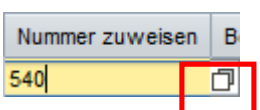
You have to choose the category of account assignment. A corresponding selection list is at your disposal.



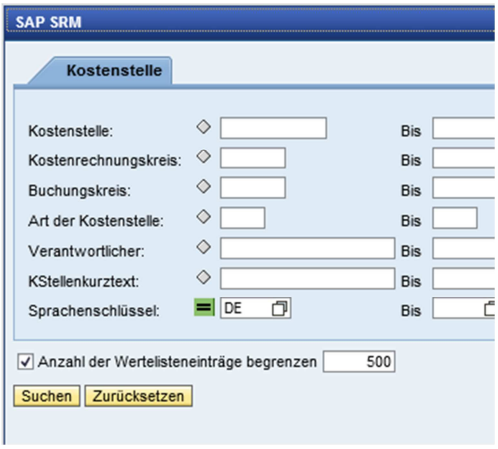
By clicking the arrow, a list, containing all existing categories of account assignment, appears. Please make your choice to which category of account the intended purchase will have to be booked. Information can be obtained from your supervisor or the account assignment staff.

After having selected the account assignment category, please indicate the specific number (cost centre, project number …) for allocation to an account.

In case you shouldn't be aware of the precise account assignment, please use the search help. A special search help (depending on the type of account assignment) opens and you may look for the object requested. The cost allocation list shown can be filtered via search terms/keywords, avoiding the listing of all existing cost centres.



The filter function is at your disposal for following topics:

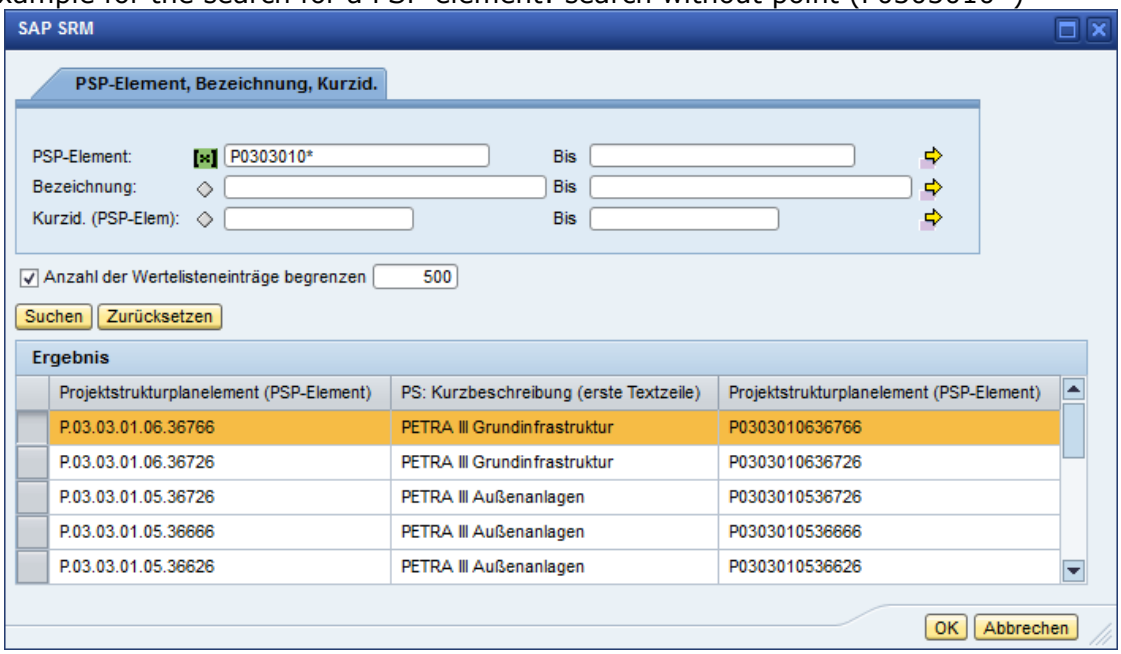


- **Kostenstelle / Cost center**
- **Kostenrechnungskreis / Type of cost center**
- **Buchungskreis / Company code**
- **Art der Kostenstelle / Type of cost center**
- **Verantwortlicher / Person in charge**
- **Kostenstellenkurztext / Short text cost center**

The character * can be used as a placeholder.

Via the button **„Suchen"** the search is started. By clicking the button **"Abbrechen"** you navigate back to the original page without selecting any cost centre.

One example for the search for a PSP-element: search without point (P0303010*)



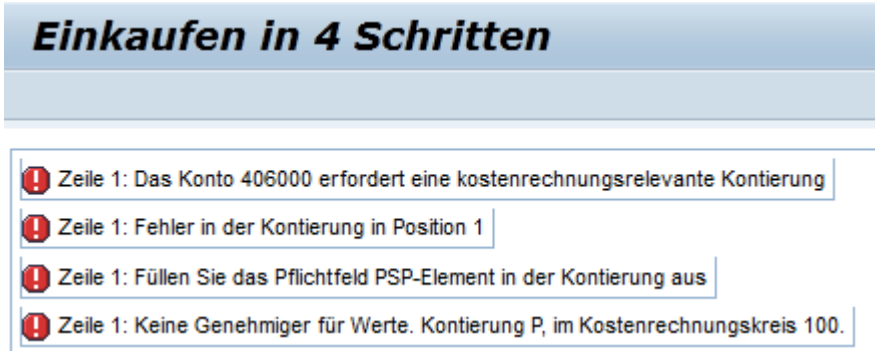
After having started the search, all results will be indicated to you. Via mouse click to the correspondent number of account assignment and to the OK button, the required allocation to an account will be transmitted and you return back to the start page.

Manual input of the PSP-Number

Please care for the correct spelling of the account assignment. Special characters have to be entered correctly and in correct order.

Example: PSP Element: P.02.01.02.22.63259

Whenever you should have failed to enter valid account assignment data, you will be informed by following note during the shopping procedure:


Einkaufen in 4 Schritten
Zeile 1: Das Konto 406000 erfordert eine kostenrechnungsrelevante Kontierung
Zeile 1: Fehler in der Kontierung in Position 1
Zeile 1: Füllen Sie das Pflichtfeld PSP-Element in der Kontierung aus
Zeile 1: Keine Genehmiger für Werte. Kontierung P, im Kostenrechnungskreis 100.

Additional information regarding costs centres/PSP-elements/orders

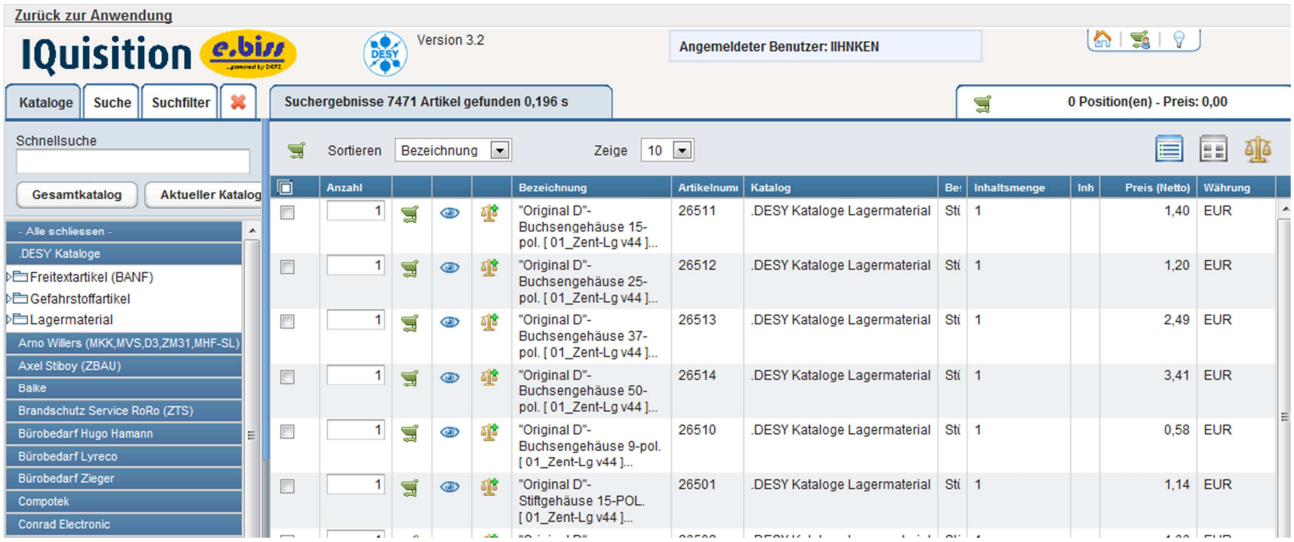
PSP-elements are directly allocated to projects, always starting with a letter, for example P. etc. PSP-elements consist of 6 to 19 characters. **Small projects** (Kleinvorhaben) are PSP-elements and are entered to the e.biss by this way of cost allocation. **On-charged** costs (Weiterberechnungen), and also called WB, are normally entered to the category "orders" (Auftrag). However the WB-numbers also inform about the corresponding cost centres.

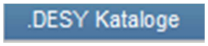
Please inform the V3 (# 3523) department in case any account assignment should not be stated in the lists.

6.2.Starting the purchase

The actual purchase is starting, once you have clicked the button **„Einkaufen"** on the welcome page. Right afterwards a new window appears. Step 1 of the purchasing procedure is to be taken. The shopping basket can be filled after having clicked the button **"e.biss-Katalog"**.

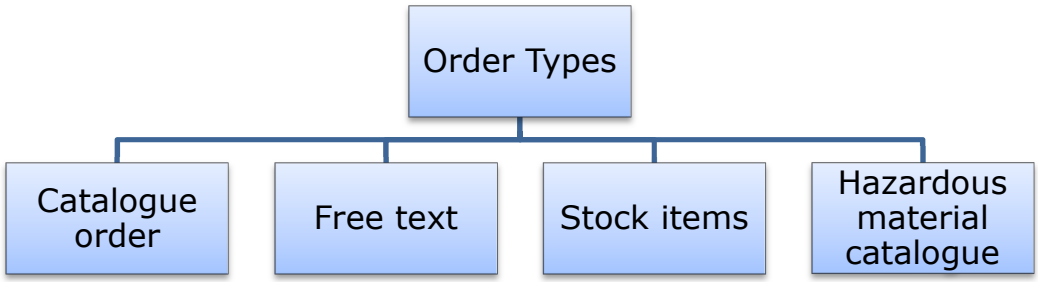
Directly afterwards, the catalogue view "IQuisition" opens.



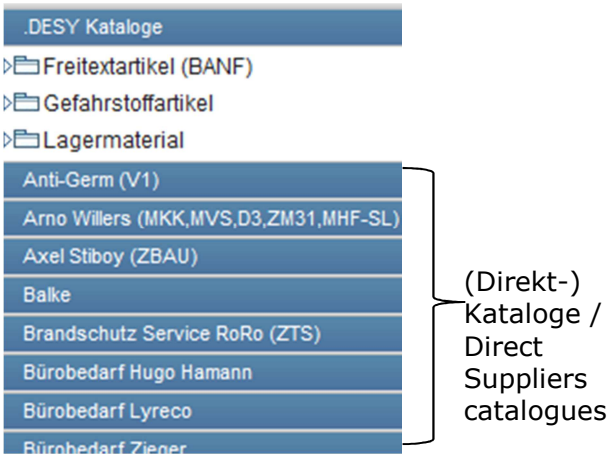
In order to gain this complete view, please click to .DESY Kataloge  and the intern catalogues such as Freitextartikel (BANF)/Free text articles, Gefahrstoffartikel/Hazardous material catalogue and Lagermaterial/Stock items appear. These catalogues can be found directly above the supplier's catalogues.

6.3.e.biss order types

There are four different order types which you may choose when ordering needed articles. It is not recommended to fill a shopping basket by mixing different order types. Mixing different order types may either cause delays in the execution of the order or even the cancellation of the order by the purchase department.



Katalogbestellung – Direktbestellung / Catalogue order – Direct order
Supplier's catalogues which have been imported into the system are shown in the list after the three remaining order types (stock items, hazardous material and free text). Out of these catalogues you can quickly and directly order the articles required. These orders are forwarded to the supplier without any intervention of the V4 purchase department. Only the levels of approved values are observed (apart from a few exceptions). The department designations, stated behind a company's name, mean that **ONLY** the respective department is entitled to place orders with these suppliers (see Anti-Germ (V1), Arno Willers (MKK, MVS …) etc.)



Lagermaterial / Stock items:
These items are clearly defined articles, which, to a certain quantity, are available on stock. Please always consult the intranet in order to be sure that the required article is on stock.

Gefahrstoffartikel / Hazardous material:
Under this heading all hazardous materials which can be ordered from DESY are listed.
An authorization has to be attached imperatively to such an order.

Freitextartikel / Free text articles:
Articles which are not listed in the supplier's catalogues or the DESY warehouse catalogue can be ordered by free text orders. The processing of these free text orders is realized by the purchase department. As far as these articles are concerned, it is important to choose the correct category, guaranteeing a smooth approval procedure.

6.4.Shopping carts with different positions / based on offers

You may fill your shopping basket with different articles! However please consider that orders for one basket have to be of the same order type. This can be explained by the fact that orders for stock items and catalogue items are placed without any further examination and consultation of the V4 department. Free text orders are processed by the V4 department and, depending on the order category, are passing different levels of approval, respectively committees.
In case you should enclose an offer with several positions which are supposed to be ordered in the whole, each position has to be stated in the shopping cart. In case of non-compliance a cancellation of the entire shopping cart by the purchase department may be the consequence.

6.5. Different services in one shopping cart

From the technical point of view, it is possible to create one shopping cart with multiple services. However this is not advisable. In order to grant a prompt execution of the orders, it is appropriate that each single service requested, is ordered via a separate shopping basket. It is important to state the contact person on DESY site, enabling the approval authorities to resolve possible queries without delay.

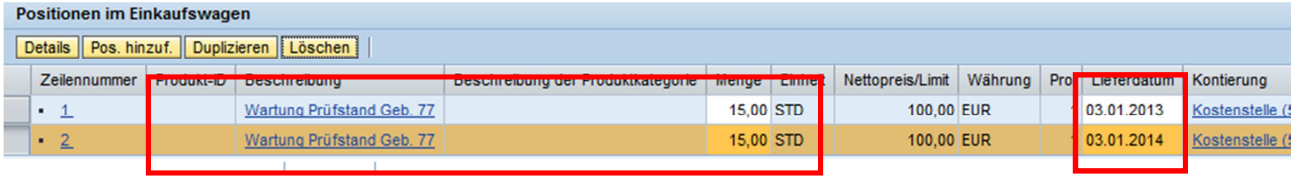
6.6. Ordering packages

Please consider the order intervals! Suppliers are quoting various articles in certain packages. Should a supplier prescribe fixed ordering intervals, you only can choose this stipulated quantity or a multiple of it. In case you should require a smaller quantity, you will have to place such order by means of a free text order and possibly to accept a higher price.

6.7. Lowest price

You are obliged to choose the cheapest item from the range of existing articles. Should there be a serious reason to order more expensive articles than those listed in the catalogue, you have to inform the approver who will have to decide whether such order is justified.

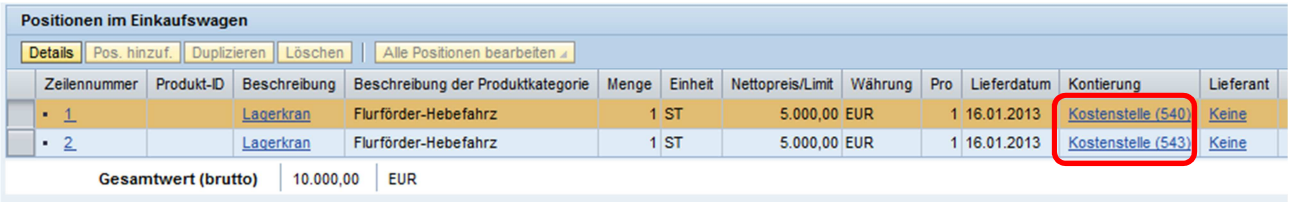
6.8. Year-to-year shopping carts



Please consider that for year-to-year orders, like for example preventive system maintenance, the shopping carts have to be created by dividing up the total order volume to the number of years in question. Please take care of the fact that you have to choose a divisible quantity unit. Should you face any problem when creating year-to-year shopping carts, please contact the V3 department.

6.9. Cost-sharing – Shopping carts with different cost centres

In case you should intend to place an order and to share the costs, please consider that such splitting cannot be indicated with the help of percentage values. The splitting can only be realized by indicating the actual values, involving thus the corresponding account assignments. Please choose a free text article and indicate the cost proportion. The item text should contain the information that costs have been split (as information for the purchaser and approver). You may now put this article (after having adapted the different amounts) into your shopping basket as often as different cost centres are concerned. Afterwards the shopping basket can be transferred by you. Step 2 now allows you to change/select the cost centre required and to allocate costs to the respective cost centres.



6.10. Controll of access frequency

A department has to pay for each access authorization to e.biss. Some accounts are never or rarely used. Hence the DESY administration is irregularly controlling the access frequency of the users. Corresponding result lists are handed over to the deputy directors who decide, whether an access to the e.biss system will continue to be granted to the user.

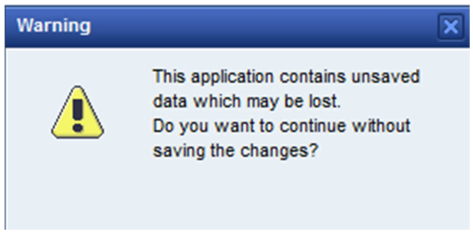
6.11. 500 € - Exemption limit

A user may obtain the permission to place an order, equal to the counter-value of € 500 max., without being obliged to ask for the acceptance of an approver. Please submit a respective request to the V3 department. The above stated 500 € margin shall apply for –stock items, -catalogue articles as well as for -free text articles.

6.12. Termination of transaction

Warnung
Diese Anwendung enthält ungesicherte Daten, die verloren gehen könnten
Möchten Sie fortfahren, ohne die Änderungen zu sichern?
OK
Abbrechen

Once having started a transaction and changing to another transaction, following confirmation query will appear:



6.13. Article search

When ordering, different methods of finding an article can be used by you:

Article search via quick search

The most effective and fastest kind of search is the quick search. Please enter one or several search terms, article numbers or the manufacturer's number into the quick search field and confirm the button **Aktueller Katalog** (if you already selected a catalogue) or the button Gesamtkatalog (in case no supplier is known for the requested article).

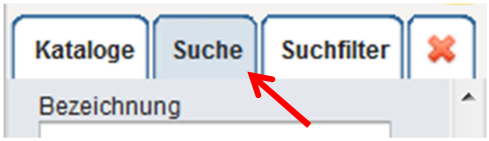
As far as your free text orders are concerned, the procedure is identical. Use the quick search by entering keywords which are not too "special". If the procedure doesn't work at the first attempt, please try to succeed with another keyword. In case important keywords shouldn't exist, please inform the department: Content Management (#5050).

Search tips

- Enter various terms
- Upper-case/lower-case – no importance
- Umlauts are automatically adjusted
- Singular/plural search terms to be entered
- Enter single parts of words
- Article number to be entered (also for stock items)
- Please don't use any operators (*, +, etc)

Detailed search

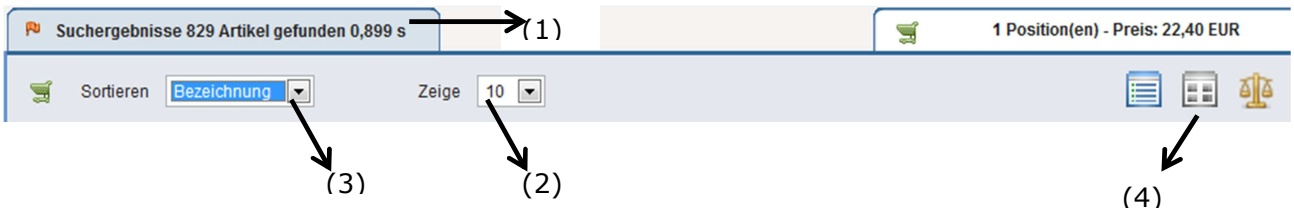
Contrary to the quick search, the detailed search allows to determine further characteristics. The detailed search function opens when clicking the tab „Suche" **(search)**. Various features are at your disposal in order to limit your search.



Only articles being in accordance with your input are shown.

Result view of the search

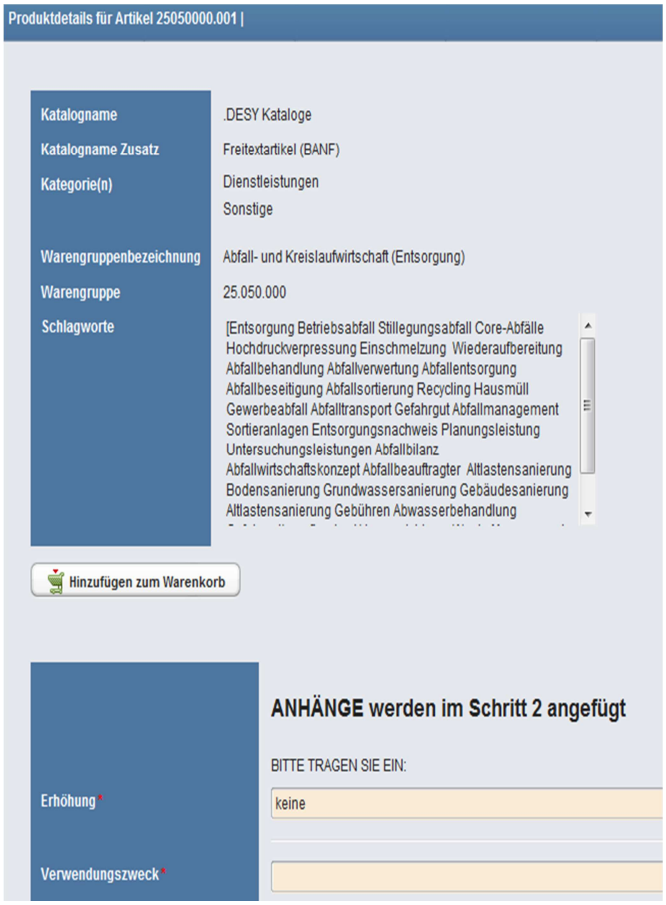
Following up the search, the results are delivered and you may add the required article to your shopping basket. You may also have indicated detailed information and a product comparison can be effected. Please take note of the fact that the long tab (1) indicates the total of the results found. Up to 100 articles (2) can be listed on one page. You may also resort (3), for example price or designation etc. Furthermore you may change from the list view (standard) to the grid view (4). In this case and if existing, product pictures can be looked at.



6.14. Particularities of the order types

Free text order

Whenever the required article cannot be found in the supplier's catalogues stored in the system, there might be following reasons: the article is an individually produced one, no catalogue has been delivered by the supplier, the article hasn't been offered to DESY or the article has been faded out for operational reasons.



In this case please make use of the free text order. By means of the quick search you determine the correct category. The choice of the correct category is essential for the approval procedure to follow, enabling the responsible committee(s) to take a decision regarding the intended purchase or to eventually make necessary preparations.

As soon as the category is found, you have to fill in the "Bestellformular" (order form). All fields marked (*) are mandatory entry fields and have to be filled out. Fields with an arrow on the right side are drop-down fields and cannot be filled out but a choice out of different option must be made. Please enter all information regarding the required article.

For orders, exceeding the amount of EUR 5000, additional text fields open (former Anlage 1 - annex 1) and have to be completed in the best possible way! The more precise the information, the less possible queries from the purchase department or approver. By clicking **"Hinzufügen zum Warenkorb" (add to the shopping cart)** the filled out order form will be added to your shopping cart.

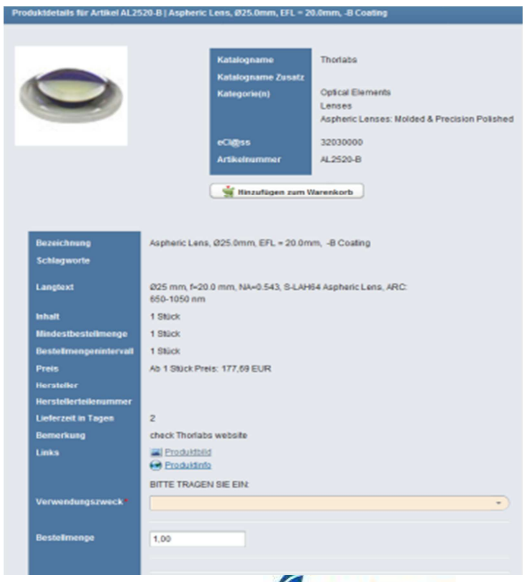
Please take into consideration that most of these entries can no longer be amended after you have clicked **"Hinzufügen zum Warenkorb" (add to the shopping cart)**.

Catalogue order

The catalogue order is the fastest way of ordering. You are choosing the article via quick search, you enter the intended purpose of use as well as the amount and add the article to your shopping cart.

Normally you don't have to make any further entries, unless a delivery date, later than the one foreseen by the supplier, is required. In principle, catalogue orders, after having passed the approval procedure, are directly sent to the supplier. If no delivery date is indicated to the supplier, he will arrange the quickest possible delivery to DESY.

The lower part of the page may contain pictures, data sheets and further information in form of a link.



By click „Hinzufügen zum Warenkorb" you are adding the article to the shopping cart.

Hazardous material

Hazardous material orders are almost identical to free text orders. However the ordering procedure requires less input as the hazardous materials have already been catalogued.

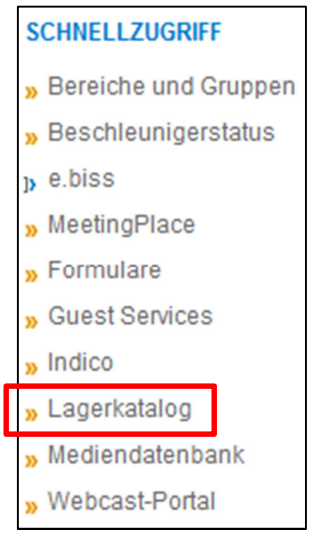
After having filled out all mandatory fields (marked with a *) please confirm the button **„Hinzufügen zum Warenkorb".**

Each hazardous material order has to be accompanied by your authorization.

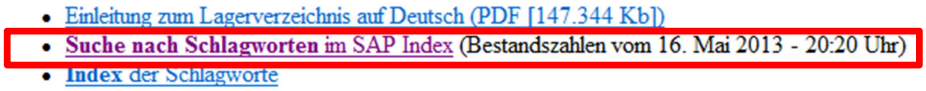
In case any additional article information should be stored in the system, they may be retrieved by clicking the folder **"Links".**

Ordering stock material

First you should have a look to the intranet under DESY.de -> DESY-User -> Lagerkatalog (warehouse catalogue) in order to find the article required. You may also look for keywords.



Here you may also look for keywords (Schlagworte):

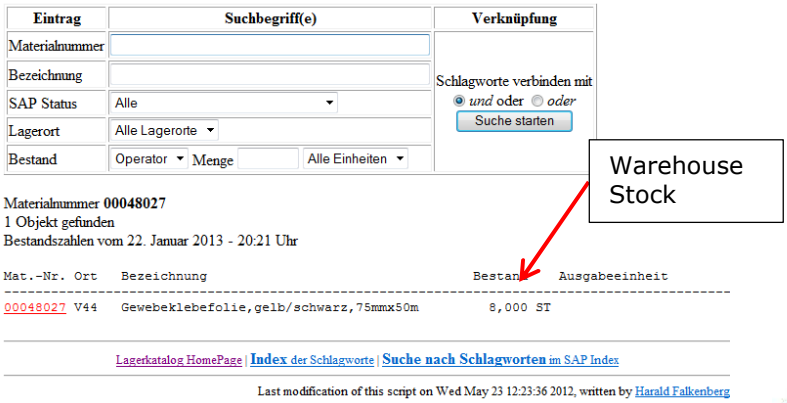

Einleitung zum Lagerverzeichnis auf Deutsch (PDF [147.344 Kb])
Suche nach Schlagworten im SAP Index (Bestandszahlen vom 16. Mai 2013 - 20:20 Uhr)
Index der Schlagworte

Like this you get necessary information about the actual stock and the material number. When ordering via e.biss, you need to know of the material number. You now enter to e.biss section "Lagerkatalog" (warehouse catalogue) and start the quick search (leave out the first 3 zeros (000) – just enter the five figure material number). The result is indicated and with a click to the small shopping cart field the article is put into your shopping cart.

After having passed through the approval procedure, the stock material is going to be reserved and forwarded to you by the transport group. You may also pick up the articles for yourself and in this case, please enter as additional information and unloading point **"Selbstabholung"** (self-collection) – in Ergänzende Informationen and Abladestelle.

Material number to be entered (without 000 !!)

Warehouse Stock



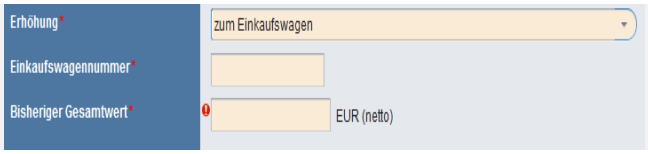
6.15. Input fields during ordering procedure

The numbers of input fields vary for each position. This chapter therefore describes different kinds of input fields. Basically the following applies: All beige entry fields, additionally marked with a *, are mandatory fields. Without input, the process will not be continued. Fields with a selection menu allow to make a choice, however no input can be effected.

Erhöhung (Increase)

In case you should be asked to create the increase of a purchase requisition, you may edit the field Erhöhung. During the ordering process, you find the selection field **"Erhöhung"** (increase). Whenever an increase should be subject of a shopping cart, you are obliged to select one of the indicated suggestions **(zum Einkaufswagen (go to the shopping cart) / zur Bestellung (go to the order))**. After having selected and, depending on your choice, further fields will open. (details and further procedure – see 12.4).

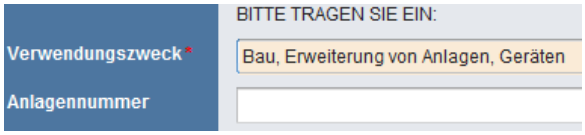
Zum Einkaufswagen



Zur Bestellung

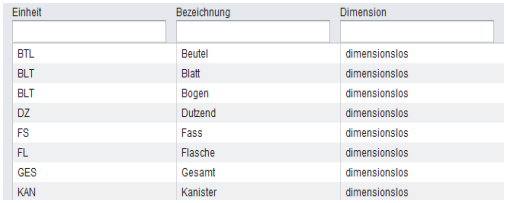
Verwendungszweck (Intended purpose)

Please consult the selection list and enter the purpose of intended use.
When choosing "Bau, Erweiterung v. Anlagen, Geräten or Wartung …" (construction, extension of plants, equipment or maintenance …) the additional field "Anlagennummer" opens. If known to you, please enter the inventory number.



Bestellmenge und Bestelleinheit (Order quantity and unit)

Please enter the requested quantity to the field "Bestellmenge" (order quantity). The order unit can be selected from a list when clicking the question mark of the line "Bestelleinheit" (order unit). In case no unit is indicated, the kind of article requested is not asking for the indication of an order unit. This would be the case when parts/instruments/machines etc. are ordered.



Einheit	Bezeichnung	Dimension
BTL	Beutel	dimensionslos
BLT	Blatt	dimensionslos
BLT	Bogen	dimensionslos
DZ	Dutzend	dimensionslos
FS	Fass	dimensionslos
FL	Flasche	dimensionslos
GES	Gesamt	dimensionslos
KAN	Kanister	dimensionslos

Kurztext und Positionstext (Short text and position text)

The fields for the short text, being a mandatory field, and the position text are very useful and important for the entire purchase procedure. By means of the short text a shopping cart can easily be found among your former orders and templates (see 11.3 and 11.4)

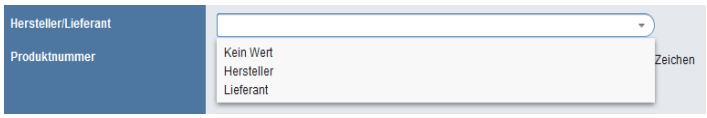
Enter your detailed information to both fields, providing the purchase department or the approvers with all information about the article. The short text should contain the name of the part/instrument/machine. The more precise the article is described, the fewer queries will be raised by the approver and the purchase department. The position text is very important whenever free text orders are placed. Catalogue orders rarely contain any additional information.

Einzelpreis (Individual price)

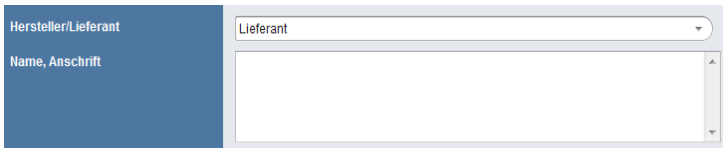
Please enter an estimated net price of the required article to this field. This field may automatically be extended in case the price for the article in question is subject to a quantity scale.

Hersteller / Lieferant (Manufacturer / Supplier)

The field „**Hersteller/Lieferant**" allows to choose whether you want to indicate a manufacturer or a supplier.



After having chosen between both options, the name as well as the address of the desired manufacturer or supplier can be entered. Like this, the purchasers of the V4 department are informed about your choice and, as per your instructions, the order can be placed with the relevant manufacturer/supplier.



Notiz / Begründung für den Einkauf (Memo/Justification of the purchase)

The following fields too, are important for the workflow procedure of the shopping cart. The field **„Notiz / Begründung für den Einkauf"** may be filled with important and necessary information for the purchasing department.

Vorbestellnummer (Number of previous order)

In case the part/instrument/machine etc. should have had been ordered before or any other connection shall be established to a preceding purchase, the number of this previous shopping basket can be stated here.

Abnahme erforderlich / Anlieferung nur nach Rücksprache (Inspection required / Delivery upon agreement)

Both fields are selection fields. They can be amended without any further entries from your side.

Ist es ein Gerät/Mitbenutzbarkeit (Equipment/a device is ordered/Sharable devices)
Inventory has to be taken of all devices/equipment. In order to assure this, please confirm by the help of the drop-down function. Another field opened: "Mitbenutzbarkeit des Gerätes" (sharable device). Here you have to state whether a sharable device/equipment is ordered.

Links

When clicking the field **„Links"**, free text forms offer a survey table, stating the names of the members of the purchase department. Please chose the contact person responsible for your project whenever any question arises. Catalogues may contain pictures/data sheets.

Ansprechpartner in der Warenwirtschaft

Gruppe	Bereich	SAP-EK-Gruppe Hamburg / Zeuthen	Ansprechpartner	Telefon
V 4	Abteilungsleiter	39 / 802	Peter Wagner	3480
V 4 sk	Abteilungsbüro	-	Melanie Roy	2480
V 40	Abschnittsleiterin Große internationale Verträge	619 / 804	N.N	5374
V 401	Sonderbeschaffungen	659 / 859	Ross Killough	1539
		669 / 686 / 866	Birgitt Fischer (Projekt)	3190
V 402	Zoll- und Speditionsangelegenheiten		Michael Röseler	4759
			Sven Outzen	3701
			Axel Bierwirth	3701
V 41	Abschnittsleiter Datenverarbeitung, Elektronik, Elektrotechnik und grundfinanzierte Aktivitäten	49 / 806	Henri Luther	3006
V 410-P	Projekteinkauf EDV-, Elektronik- und HF-Produkte > 8T EUR	171 / 811	Tanja Singh	4223
				3820

Anlage 1 (Attachment 1)
Once a single position amounts to a total of EUR 5000,--, additional fields open. All these fields are mandatory fields and **have** to be filled out.
Projektbezeichnung / Title of the project: Explanations regarding the project (e.g. Petra 3 extension, experiment XY)
Einzelaufgabe / Specific task: within the test setup, e.g. measuring of XXX-values, generation of vaccum, closing device for building 11
Bedarfsbegründung / justification of requirement: Why exactly this instrument/machine? Why this manufacturer?
Verwendungsdauer/ Period of use: (no mandatory field) – Intended period of use of the article
Beschreibung(en) / Description(s): Detailed description
Begründung für die Wahl des Produktes / Explanation regarding the choice of the product: Explanation
Technisch Beauftragter / Technical representative: The person who is familiar with the instrument/machine to be procured and who can be contacted in case of doubt.

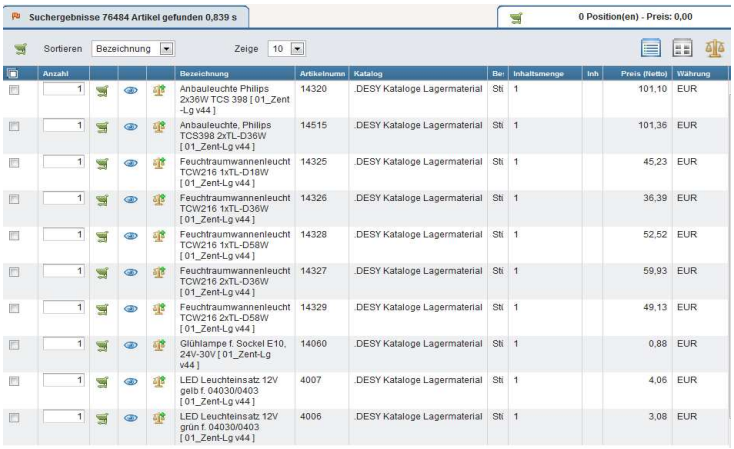
Spezielles beim Lagermaterial (Particular stock material)

Halbzeuge (Prefabricated material)
For stock items, being prefabricated parts (e.g. sheets), the quantity will be determined under consideration of the dimensions. The dimensions have to be stated.

7. Filling the shopping cart

7.1. Filling the shopping cart

You have found your article or category as described in section 6.14. So as to put the article in the shopping cart, please click the small green shopping cart which you find in the results display. The list now shows a separate group of buttons for each indicated article.

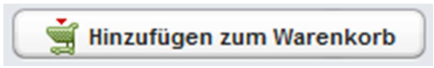


By clicking the button, your article is added to the shopping cart.

Further proceeding is depending on the article ordered. Whenever mandatory inputs are required, e.biss will lead you to the corresponding page, enabling you to realize the data input. In case the article can be ordered without further indications to be made by the user (only stock items), the article is automatically added to the shopping cart.

By clicking to the *eye* symbol, detailed information about the article are given.

Please take into consideration that the order of different articles cannot be summed up in one position. If you should dispose of an offer out of which you want to order, please consider that for each individual position offered, an individual position has to be created and to be saved in your shopping cart.

When clicking 

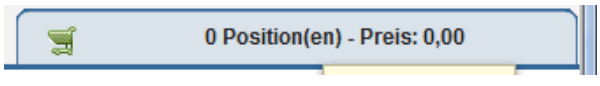
, the amount of positions in your shopping cart increases.

For organisational reasons it is recommended to **avoid the creation of a shopping cart, consisting of different catalogue types** (stock, free text, supplier).

Remark: A **subsequent change of quantities is not possible**. The **articles have to be removed** from the shopping cart and to be **ordered again** with the correct quantity. This procedure can be explained by the fact e.biss is not able to consider subsequently corrected scale quantities. Incorrect price calculations would be generated. Furthermore it is possible that the 5.000,-- EUR limit could be exceeded in case of an increase of the order quantity. For such a position the approval process requires the annex 1; however there is **no possibility to subsequently create an annex for the position (Anlage 1)**. The only „clean solution": a new position has to be created together with a corresponding Anlage 1.

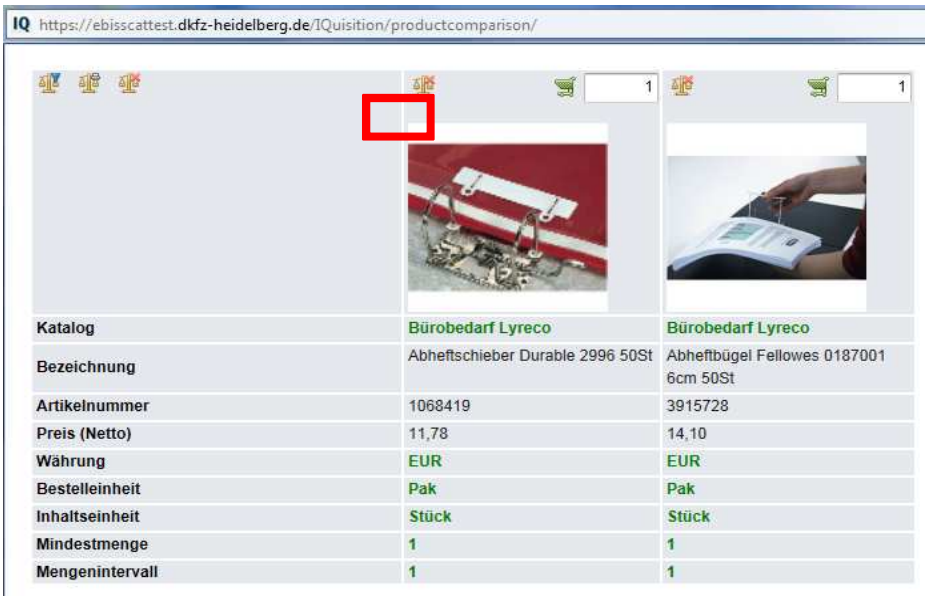
The header of e.biss informs you about the actual quantity and the value of the positions which have already been put in your shopping cart.

One position consists of an article or service together with an indication of the chosen quantity.

Leerer Warenkorb / Empty shopping cart	Gefüllter Warenkorb / Filled shopping cart
	

7.2. Comparing articles

By clicking the „compare" button you may carry out a product comparison. A new browser window opens, indicating the articles to be compared. Just click on the articles which are then added to the article display. A product comparison can be carried out by calling up articles out of the supplier's catalogue. Please confirm the button whenever you wish to remove an article from the compare view.



Katalog	Bürobedarf Lyreco	Bürobedarf Lyreco
Bezeichnung	Abheftschieber Durable 2996 50St	Abheftbügel Fellowes 0187001 6cm 50St
Artikelnummer	1068419	3915728
Preis (Netto)	11,78	14,10
Währung	EUR	EUR
Bestelleinheit	Pak	Pak
Inhaltseinheit	Stück	Stück
Mindestmenge	1	1
Mengenintervall	1	1

7.3. Indication of detailed information

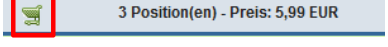
When clicking the detail button, you are enabled to get detailed information about the chosen article. This detailed view contains information about defined delivery times, the product itself, pictures or safety data sheets. Depending on the catalogues, the extents of detailed information may vary.

.

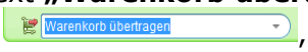
7.4. Deleting a position

In order to delete a shopping cart position, please confirm the button with the red cross.

8. Completition of the shopping cart

In order to complete the shopping cart, please confirm the button with the shopping cart symbol on the top right side. 

. Here you may either continue or complete your purchase. Please click the green shopping cart.

Another field opens with the text **„Warenkorb übertragen"/transfer of the shopping cart.** By clicking the the green field 

, your shopping cart will be transferred.

Further down you have the possibility to change the name of the shopping cart. This change of the name will be of importance whenever you should intend to work with former orders or templates (see chapter 12.2 ff). The amended name will not be transferred to step 3. Below you find the positions of your shopping cart. By clicking the eye symbol, you may have a look to the „catalogue pages". The amendment can only be effected during the next step.

After having clicked the green button of the field „Warenkorb übertragen", you are directed to the order view (Step 2).

In the section **„Positionen im Einkaufswagen"/shopping cart positions**, the positions registered by you are indicated. The system automatically checks the data of the shopping cart. Eventual error messages (red), warning messages (yellow) and informatory messages (green) will be shown in the upper area.

By clicking the button **„Prüfen",** the system will re-check the registered positions. The button **„Vorheriger Schritt"** navigates you back to the catalogue view. Clicking **„Weiter"** means that the purchasing procedure is going to be continued.

„Sichern" means the saving of the shopping cart which now is automatically gets a shopping cart number. As soon as the command **„Sichern"** has been entered, further processing of the shopping cart requires to click **„Bearbeiten"**. Shopping carts which are only saved are not ordered! Clicking **„Schließen"** means the termination of the transaction.

The following section intends to explain the buttons which are shown to you:

Details: By clicking „Details", all information about the selected item is shown. (see 8.2)

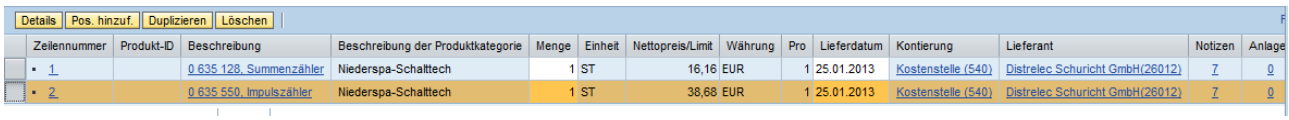
Pos. hinzuf.: Operating this button allows you to add further articles to your shopping cart.

Duplizieren: Activating this button enables you to duplicate the position.

Löschen: This button allows removing the article chosen from the shopping cart.

8.1. View of the shopping cart – Order – Changing information

In order to get a detailed view of the shopping cart, please activate the button „Details". A field opens from above to below with the details (6 tabs) – position data, – accountment, – notes and attachments, - delivery address/place of supply, - source of supply/service provider, - overview of the approval process.



Zeilennummer	Produkt-ID	Beschreibung	Beschreibung der Produktkategorie	Menge	Einheit	Nettopreis/Limit	Währung	Pro	Lieferdatum	Kontierung	Lieferant	Notizen	Anlage
1		0 635 128, Summenzähler	Niederspa-Schalttech	1	ST	16,16	EUR	1	25.01.2013	Kostenstelle (540)	Distrelec Schuricht GmbH(26012)	7	0
2		0 635 550, Impulszähler	Niederspa-Schalttech	1	ST	38,68	EUR	1	25.01.2013	Kostenstelle (540)	Distrelec Schuricht GmbH(26012)	7	0

8.2. Modifying position data (e.g. unloading point)

The position on which is worked, is displayed on an orange-coloured background (see above).

White fields are open fields and can be modified (for each single position).

„Positionsdaten" / Position data:

The overview of the position data shows all information regarding the item in question. Here you are in a position to see which purchasing group is responsible, the "estimated" date of delivery and the unloading point **(Abladestelle).**

If it should become necessary to change the unloading address (e.g. you are expecting the delivery of goods on a pallet and your office is registered as unloading point), then please modify the unloading place. If stock material is supposed to be delivered by pneumatic post, please state "RP", followed by the pneumatic post number. Otherwise please use the syntax: building, room number and telephone number. Should you wish to collect the goods by yourself, please note down in the field **"Abladestelle"**: Selbstabh., telephone number and name. The unloading point field can be filled with max. 25 characters.

The desired date of delivery can be altered subsequently. A calendar is at your disposal.

As far as stock material is concerned, the unloading place can be modified. It will however always automatically convert to "DESY – Hamburg" as the stock material is stored in Hamburg. Stock material can only be reserved in Hamburg.

You technically dispose of the possibility to modify quantities. However such modification may cause problems. We advise against subsequent changes. Scale prices and different scale levels are not recognised. Whenever the increased position should exceed the amount of 5000 Euro, you will have no possibility to add the Anlage 1 (annex) for this position. In such case the nlage 1 can be added to your shopping cart by means of a new position. Please return by clicking "Vorheriger Schritt" and enter "Position hinzufügen"…..

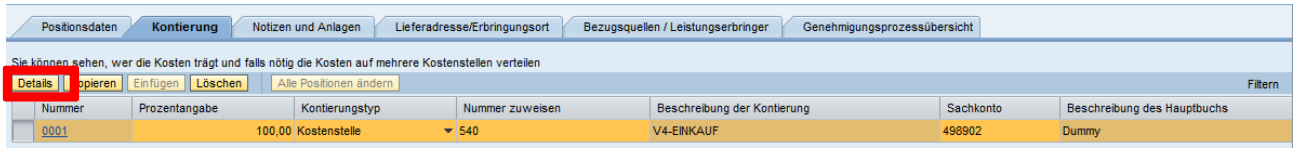
The menu item **"Eine Einkäufergruppe"** (one purchasing group) has to be chosen whenever you want to make sure that all positions of your shopping cart marked with "Eine Einkäufergruppe" are ordered by a single purchaser. The background: The standard functioning of the system ensures that for each position the determination of the purchaser in charge is based on the article group, the value, the site and, possibly, on the project.
This can be explained by the necessity that the articles ordered by the purchaser in charge have to perfectly fit together. An example: You order a microscope, the matching table, power plug specimen carrier and special tools. The entire equipment should therefore be procured by one and the same person.

The field **"Anfordernde Gruppe"** (requesting group) is, according to the default settings, already completed with the abbreviation of your organizational unit (e.g. V4). In case you should wish to place an order for another group, the corresponding group's abbreviation has to be entered.

Please also study chapter 6.1, page 14 ff.

8.3.Account assignment/Kontierung

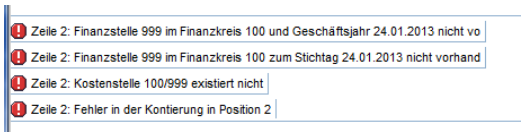
The account assignment can be altered in this section. It defines the cost responsibility respectively cost assumption. Before placing your order, please make sure which cost centre/project, small project fund, order etc. is going to bear the costs.

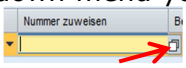


Special search assistance is at your disposal in order to allocate the cost object (depending on the account assignment type). The designation of the cost object (e.g. a cost centre) is stated in the column next to the cost object. The general ledger account is automatically determined

and can only be adjusted by the accounting department (V3). The description on the very right side describes which general ledger account is concerned.

The section of the accounting informs you about the accounting, entered by you for this position. The input of the account assignment has been explained before in the chapter "Settings" (page 14). Each position of the shopping cart has to dispose of a valid account assignment, otherwise error messages are displayed. In such case please contact the V3 department by calling #3523. The accounting procedure will be checked by V3 and, if necessary, be corrected.

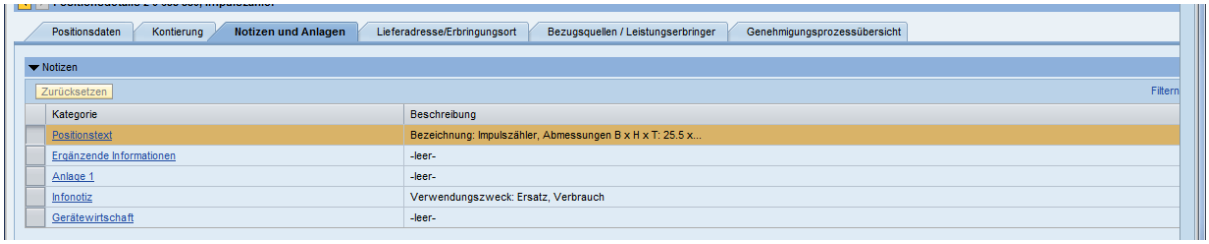

Zeile 2: Finanzstelle 999 im Finanzkreis 100 und Geschäftsjahr 24.01.2013 nicht vo
Zeile 2: Finanzstelle 999 im Finanzkreis 100 zum Stichtag 24.01.2013 nicht vorhand
Zeile 2: Kostenstelle 100/999 existiert nicht
Zeile 2: Fehler in der Kontierung in Position 2

From the drop-down menu you may chose the accounting type and by clicking the field "Nummer zuweisen" 

you may modify the accounting. By clicking the small box you can search for the number (as explained on page 14ff).

Clicking **"Kopieren"** allows the temporary storage of the presently chosen accounting type. If you should intend to adopt this temporarily stored accounting type to another position, you go to the position concerned, confirm **"Details"** and afterwards **"Einfügen".** If all positions of the shopping cart are to be amended, „**Alle Positionen ändern**" has to be clicked and **"Einfügen"** is to be confirmed. The temporary storage is going to be deleted as soon as you confirm **"Inhalte der Zwischenablage löschen"** (Please see chapter 6.1, page 14 ff.).

8.4. Notes and attachments



The item **„Positionstext"** contains the article description.

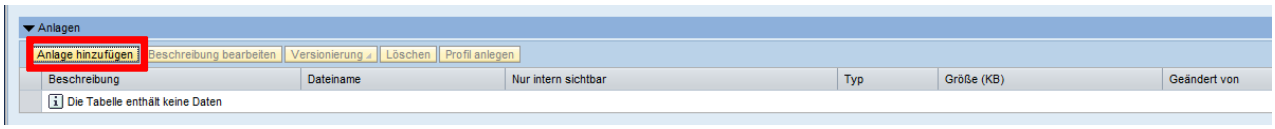
The field **„Ergänzende Informationen"** is supposed to be filled with further additional information. By clicking the mouse button, another text field opens in order to be filled with your information.

The field **"Anlage 1"** is used whenever a position exceeds the counter-value of 5000 Euro. This field cannot be edited subsequently.

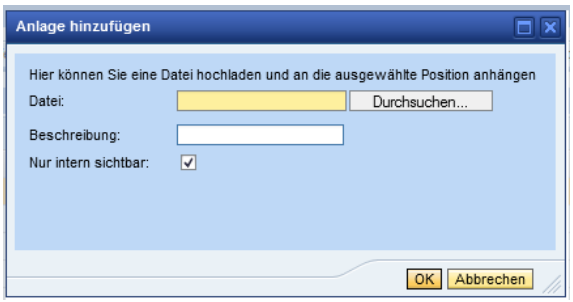
The **"Infonotiz"** contains a compilation of fields for the purchase department. On condition that fields of the section **"Gerätewirtschaft"** have been filled by you, a summary can be found here.

Attachments
When scrolling down the field, you will enter the section where attachments can be added to the position. The added attachments will be shown in the list **"Anlagen"**.

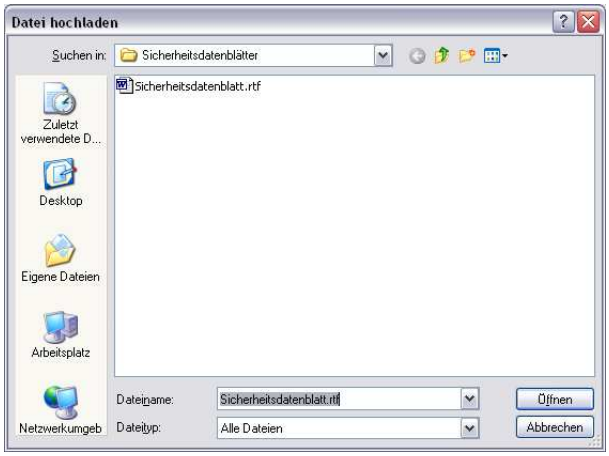
If no attachments are added to a position, the attachment field informs: „**Die Tabelle enthält keine Daten**".



In case you intend to attach a file to the order, please confirm the button **„Anlage hinzufügen".**



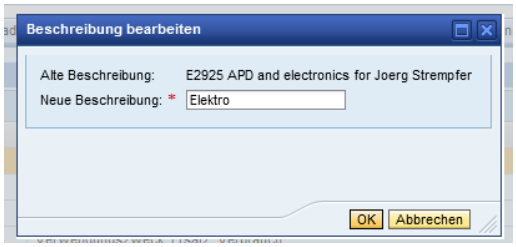
The attachment of additional documentation (e.g. technical drawings) proved to be useful for some free text orders. Clicking the button **"Durchsuchen"** allows you to select the required file directly from your workstation computer. A file selection window enables you to find and download the data in question. The file name must not exceed the number of 64 signs.



Afterwards, by confirming **"OK"**, you are going to upload this file to the shopping cart. Depending on the data size this download may take some time. Standard file formats, e.g. pdf, docx, doc, xlsx, have to be used as attachments. If this should be impossible, please contact the purchaser in charge or the e.biss hotline #5050.

Attachments which apply for several positions just have to be attached to the first position. The system will inform the purchaser in charge about the shopping cart's attachment.

You may subsequently amend the description (file name) by selecting your file from the plant view and clicking then **"Beschreibung bearbeiten"**. An additional text field will appear, you enter the amended description, confirm by clicking **"OK"** and the operation is completed.



8.5. Delivery address / Place of performance

The section Delivery address / Place of performance contains all necessary information about the supply of the goods. Here you can see to which place the supplier is going to deliver the goods ordered. Goods are normally delivered to the central goods receipt location (Zentraler Wareneingang) on the DESY area but sometimes also directly to construction sites etc. In case another delivery address is requested **– outside the DESY premises -**, you are obliged to create a free text order (BANF)and to enter the deviating delivery address in the position text.

8.6.Sources of supply / Provider of services

Here you see the name of the catalogue out of which you have ordered the articles.

No source of supply is indicated for positions which have been ordered either as free text orders, out of the hazardous material catalogue or out of the stock item catalogue. The register thus is of minor importance.

8.7.Availability – Warehouse order

This tab "Verfügbarkeit prüfen" only appears when stock material is ordered. The presently available stock material is indicated.
In case the required quantity should not be available, the shopping cart can nevertheless be ordered. In any case a reservation is made. It may however occur that only a partial quantity can be collected from the stock. The outstanding quantities will be ordered automatically by the stock's planning and ordering procedure.

Verification of a stock item, momentarily not available:

Verification of stock item, momentarily available:

8.8.Approval procedure - Overview

Kopf
Position
Details zum Genehmigungsstatus der ausgewählten Position
Einstellung
Laufende Nummer
Prozessschritt
Stufenstatus
Status
Bearbeiter
Erhalten am
Bearbeitet am
Weitergeleitet von
001 Wertgenehmigung 1. Stufe Nicht gestartet Offen (keine Entscheidung getroffen) Peter Wagner
002 Grem.-Fachg. Konf. d. Geräteb. Nicht gestartet Offen (keine Entscheidung getroffen) Andreas Jung;Claudia Fuhrmann;Wolfgang REINSCH
003 Kontierungsstelle Nicht gestartet Offen (keine Entscheidung getroffen) Anja Schönsee;Manuela Harting-Przybylla;Brigitte Scheibel;Sabine Miethling;Thors

This section describes all future approval phases. By default, a tabular preview of approval phases is shown. This preview allows you to track the date on which the approver or a

committee received a shopping cart. You may switch to a graphical view by clicking to the link "Als Grafik anzeigen". Als Grafik anzeigen

Only the authorised approvers are listed regardless of whether he is present or not.
Only after completion of an approval procedure the actual approver is going to be stated.

Please find below the graphical presentation:

8.9. Follow-on documents

Historie

Beleg	Name des Belegs	Nummer des Belegs	Nummer in DESYQUA100	Datum	Menge	Nettowert	Währung	Status
Einkaufswagen	Speicherbausteine	10005016 /1		20.01.2009	10 Stück	5.200,00	EUR	Folgebeleg angelegt
	Gesamt				**10 Stück**	**5.200,00**	**EUR**	
Bestellanforderung	Speicherbausteine		201000215 /10	20.01.2009	10 Stück	5.200,00	EUR	
	Gesamt				**10 Stück**	**5.200,00**	**EUR**	
Bestellung	Speicherbausteine		5800000255 /10	20.01.2009	10 Stück	5.200,00	EUR	
	Gesamt				**10 Stück**	**5.200,00**	**EUR**	
Bestätigung			2009/0060523230 /1	20.01.2009	5 Stück			
	Gesamt				**5 Stück**			

The section **Folgebelege (follow-on documents)** contains a kind of history regarding all information of a position placed in the shopping cart.

Document Status:	
Einkaufswagen / Shopping cart	The shopping cart has been ordered at the system level and the approval workflow is activated.
Bestell**anf**orderung / Purchase requisition	The system creates a "BANF" out of the order. Transfer to the SAP ERP-System
Bestellung / Order	The order has been sent to the supplier
Bestätigung / Confirmation	Receipt of goods at the receiving department
Buchung / Booking	Generation of the invoice
Reservierung (Lagerartikel) / Reservation (stock item)	The item will be reserved for you in the warehouse
Entnahme (Lagerartikel) / withdrawal (stock item)	The article has been removed from the current stock (withdrawal etc.)

Note: In case the purchasing department should have stated a deviating date of delivery, you may activate the link **"Bestellung"** in order to retrieve the saved date of delivery.

A window opens and you may read following data: Order number with the supplier (in case of any queries), the ordered quantity, the net price, the order date and the expected date of delivery, the supplier's name as well as the purchasing group.

8.10. Placing the order / Saving the order

By confirming the button „**Weiter**" you will now start the 3rd step.

With the third and last step you should provide your shopping cart with a name. It makes sense to choose a meaningful designation, avoiding a time-consuming search for the shopping cart whenever you are going to consult the file in future. In addition you have the possibility to supply additional information to the approvers by entering such information to the field **"Notiz an Genehmigenden" (note to the approver)**. This information cannot be read by the purchasing department, but exclusively - as being relevant for the approval procedure - by the approver. For any information regarding the purchasing procedure, the text field **"Ergänzende Informationen" (additional information)** may be filled with your comments. This field is to be found in the section *Dokumente und Anlagen* (documents and enclosures).

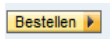
Before sending the shopping cart, you can verify (Prüfen) the content Prüfen

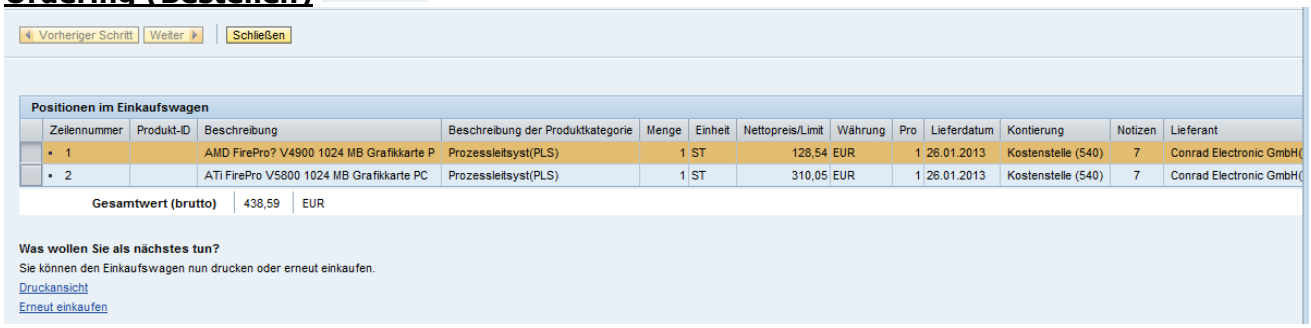
Error messages (Fehlermeldungen) are marked in red. Shopping carts which contain error messages cannot be ordered. Before placing the order, the incorrect positions have to be modified.
In case the cause of fault cannot be corrected immediately, you may first save the entire shopping cart and later on, after having modified the content, place it.

Warning messages (Warnmeldungen) are marked in yellow. These messages refer to potential incorrect data input. The shopping cart order can be placed despite of such warning messages.

Information messages (Infomeldungen) are marked in green. These messages are for information purposes only. The shopping cart can be ordered despite of such messages.
According to the system, each position is automatically examined. If necessary, such examination can manually be executed by you whenever you confirm **"Prüfen".**

Saving (Sichern)
By confirming the button "Sichern", your shopping cart is saved. You may activate and send it at a later time. The button **"Bearbeiten"** will then have to be clicked.

Ordering (Bestellen) 



After having clicked the button "Bestellen", the shopping cart is saved and sent to be approved. If no approval is required, the goods wanted are going to be ordered respectively reserved. You are going to receive a report, informing you that the content of your shopping cart has been ordered.
In addition you may decide whether you want the print preview of this shopping cart to be opened or whether you intend to create another shopping cart.

9. Processing of refused orders

In case an approver should not accept the order of a position and refuse it, you are going to receive a notification email. You may either use this link or you log in to e.biss by yourself and click **Arbeitsübersicht** (work overview). A list opens, showing all files/information on which you are supposed to work.

Click now to the message concerned and you are automatically passed on to the shopping cart.

Änderungen des Einkaufswagens übernehmen:0010104420
Nummer 10104420 Belegname test ablehnen Status In Genehmigung Angelegt am 22.11.2012 10:05:58 Angelegt von Frau Ina Ihnken
Bearbeiten Schließen Druckvorschau Annehmen Prüfen Löschen
Allgemeine Daten
Stellvertretend einkaufen für: Ina Ihnken
Name des Einkaufswagens: test ablehnen
Genehmigungsprozess: Bearbeiter anzeigen/bearbeiten
Belegänderungen: Anzeigen
Genehmigungsnotiz
Positionsübersicht
Details Pos. hinzuf. Einfügen Löschen Alle Positionen bearbeiten
Zeilennummer Abgelehnt Genehmigt Positionsart Produkt-ID Beschreibung Produktkategorie Beschreibung der Produktkategorie Menge Einheit Nettopreis/Limit
1 Material 26532 "D"-Steckgehäuse,seitl.Kab.-Ausg.25-pol. 27260700 Steckverbinder 1 ST 1,27

Now you see which position has been refused. The shopping cart can now be processed:

By clicking **"Löschen"** (delete) the entire position will be cancelled.
Clicking **"Prüfen"** (examine) means that the shopping cart is going to be examined as far as technical correctness is concerned (only making sense after you have worked on the shopping cart).
"Annehmen" (accept) means that you agree with the approver's refusal and the position concerned is finally rejected and can no longer be amended.
The **"Druckvorschau"** (Print preview) shows the preview.
When clicking "Schließen"(close), the window is going to be closed without being processed or saved.
"Bearbeiten" (to process) means that the refused position can still be amended and saved: the approver did make a remark in his approval note – Genehmigernotiz - (e.g. giving the hint that another cost centre has to be chosen).
Clicking the button **"Details"** (details) allows you to change various inputs (example chapter 8 ff).

After having changed the data, please click **"Fortfahren"** (continue)

in order to save your amendments and to resend the shopping cart to the approval workflow.

Whenever <u>you should have received a refusal</u>, the shopping cart has to be processed. In case the refusal should be accepted by you, the shopping cart will be returned to the approval workflow, however without the rejected position. In case the criticised position should have been modified by you in the meantime, this position will remain in the shopping cart which is going to be transferred again to the approval workflow

10. Delivery of the goods

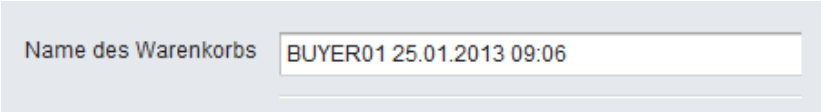
The ordered and delivered articles will be forwarded to you by the **"interne Transportgruppe"** (internal transport group). The goods will be delivered to your working place (as saved in the e.biss system). In case you should have ordered a service, it is mandatory that the field **"technischer Ansprechpartner"** (technical contact person) is filled with correct data. Explanation: the service provider has to be in a position to enter into contact with you or the contact person appointed by you.

11. Additional functions

Please find below explanations of further important functions:

11.1. Renaming the shopping cart

You dispose of the possibility to give names to your shopping carts. In general the e.biss system automatically names the shopping carts as **„Username Date Time**"(„Anwendername Datum Uhrzeit"). This choice of a name is not meaningful at all. The e.biss team therefore recommends you to rename your shopping carts, avoiding thus the likelihood of confusion and, later on, facilitating the successful search for your shopping carts.



There are 2 fields: The first one appears in the catalogue system IQuisition (here you name your own shopping carts).
The field appears a second time during step 3, directly before placing the order. The shopping cart's name has to be entered again for the SRM system.

It is recommended to choose one and the same shopping cart name at both stages. After having effected the modification in step 3, you may order. You should now go from the starting page to the transaction area **"Einkaufsbereich"** (purchase section), clicking there **"Aktualisieren"** (updating). Here you find your renamed shopping cart (in Genehmigung - within the approval procedure).

11.2. Saving data / Interruption of the purchase procedure

The feature **"Sichern"** (save) allows interrupting the purchase procedure without losing the articles which have been selected up to that stage. The purchasing procedure is going to be interrupted for example whenever open questions regarding a position have to be clarified.

As usual you fill your shopping cart and transfer it. You now reached step 2. Now you may choose the field **„Sichern"** (save). As described in the last chapter, the new name can be entered to the text field, enabling you to trace your shopping cart more easily.

It is advisable to save the current state of your shopping cart's data whenever it is already filled with a certain quantity of articles and supposed to be filled with further goods. Like this, all entered data are **temporarily stored**.
Securing the data is also of importance whenever you become aware of the fact that most probably you will not be able to successfully complete your order within the prescribed period of abt. 60 minutes. The saving of the data will be confirmed by a green system message. After having realised the saving process, the button **"Bearbeiten"** (process) has to be clicked in

order to continue working with your shopping cart. In case you should intend to add further articles to your shopping cart, please click **"Vorheriger Schritt"** (preceeding step).

Activating saved shopping carts

You may study and continue to work with a saved shopping cart by going to the **"Einkaufsbereich"** (purchasing area) where you have direct access to your saved shopping carts by clicking "Aktualisieren" (update).

10104673	BUYER01 25.01.2013 07:59	2	ATi FirePro V5800 1024 MB Grafikkarte PC	1	ST	310,05	EUR	In Genehmigung	Kostenstelle
10104653	BUYER01 24.01.2013 14:05	1	3M Sprühkleber Creativ Mount"	1	ST	13,79	EUR	Gesichert	Kostenstelle
10104653	BUYER01 24.01.2013 14:05	2	A-Z Register aus Karton	1	ST	0,72	EUR	Gesichert	Kostenstelle

If you intend to continue working on a saved shopping cart, please mark this shopping cart and confirm the button **"Bearbeiten"** (process).
After having activated the shopping cart, the purchasing procedure may now be continued.

On completion of the shopping cart's modification and after confirming the button **"Weiter"** (continue), the entire file will be transferred and ordered. By confirming the button **"vorheriger Schritt"** (previous step) you are referred to the catalogue view where you may add further articles to be purchased.

11.3. Personal template

The creation of a personal template is intended to assemble a range of articles which, as experience shows, you regularly order. When actually ordering, you may decide which positions out of your personal template may in fact be ordered. Quantities can be adjusted as per your request.

Whenever you make use of a template, please bear in mind to choose the suitable type of accountment.

Especially with respect to future purchases, it is recommendable to give a "meaningful" name to your template shopping cart. Like this, it won't be necessary to open the position overview each time you are looking for your template.

Creation

Create the shopping cart you need. Coming from the catalogue view and watching the different positions of your shopping cart, you select by drop-down the command "als Vorlage speichern" (save as a template) instead of "Warenkorb übertragen" and click to the green field –

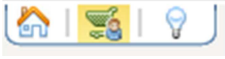
For a short moment a blinking message appears:

(The shopping cart has been saved as a template)

This shopping cart is now saved as a template. It may easily be found in case a corresponding name has been given to it. This shopping cart can now easily be processed (by transfer) and placed as an order.

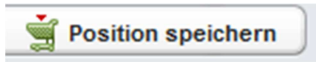
Calling up the templates

Click to purchase, modify (if necessary) with the 1st step your personal standard settings (cost centre, unloading place etc.). Afterwards you visit the e.biss catalogue.

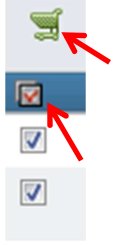
A window opens. On the upper right side you find three symbols. 
The middle symbol shows your "eigene Einkaufswagen" (own shopping carts). Your former shopping carts are now displayed. In case you should have created templates, please switch to the view **"Vorlagen"** (templates).

In case you should not succeed in finding your template, you may start searching by looking either for the name of the shopping cart or the date of creation.

Clicking to the extended search ( ) allows you to search for position quantities, article numbers or descriptions. If you now intend to order the prepared shopping cart, please click to the small green cross at the beginning of the line - Another window opens with the positions, saved in the shopping cart. Individual positions out of this shopping cart can now be chosen by clicking the green shopping cart symbol in the line (the "catalogue page" opens in order to be filled out as well as for control purposes). If several positions are going to be ordered, please click to the small box of the title line. Now all positions are going to be transferred to the new shopping cart and by clicking to the green shopping cart symbol of each position, the catalogue pages open for purposes of modification or direct transfer.

After having edited this page, please click to the symbol 

(save this position). Each position has to be saved individually.
Afterwards you may continue working with your shopping cart
Please note: attachments, changes of cost centre assignments and unloading places of the original shopping cart are not taken over. These points have to be revised as described under point 8.



11.4. Ordering via „Former orders" – Alte Bestellungen

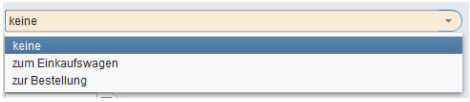
You dispose of the possibility to re-order shopping carts which have been ordered in the past. If required, please go via „Einkaufen" (Purchasing) and the catalogue to the IQuisition catalogue view. Identical to the utilisation of personal templates (point 11.3) you will find on the upper right side of the IQuisition page 3 small symbols. Select the middle field. A new window opens, showing your last 20 shopping carts. You may search for shopping carts with the help of different aspects: Date of creation, ordered article number, description or the shopping cart's name. In case you look for a shopping cart, ordered from Thorlabs, please look for the catalogue ID thor* - and the system will show you the last orders from Thorlabs (only for catalogue orders). You may also click the detail filter and further search options will be shown to you:

You may look for the quantity of positions in a shopping cart, the date and article number or the description. This is the text which has been entered by you as a short text to the order placed before (see chapter 6.15)

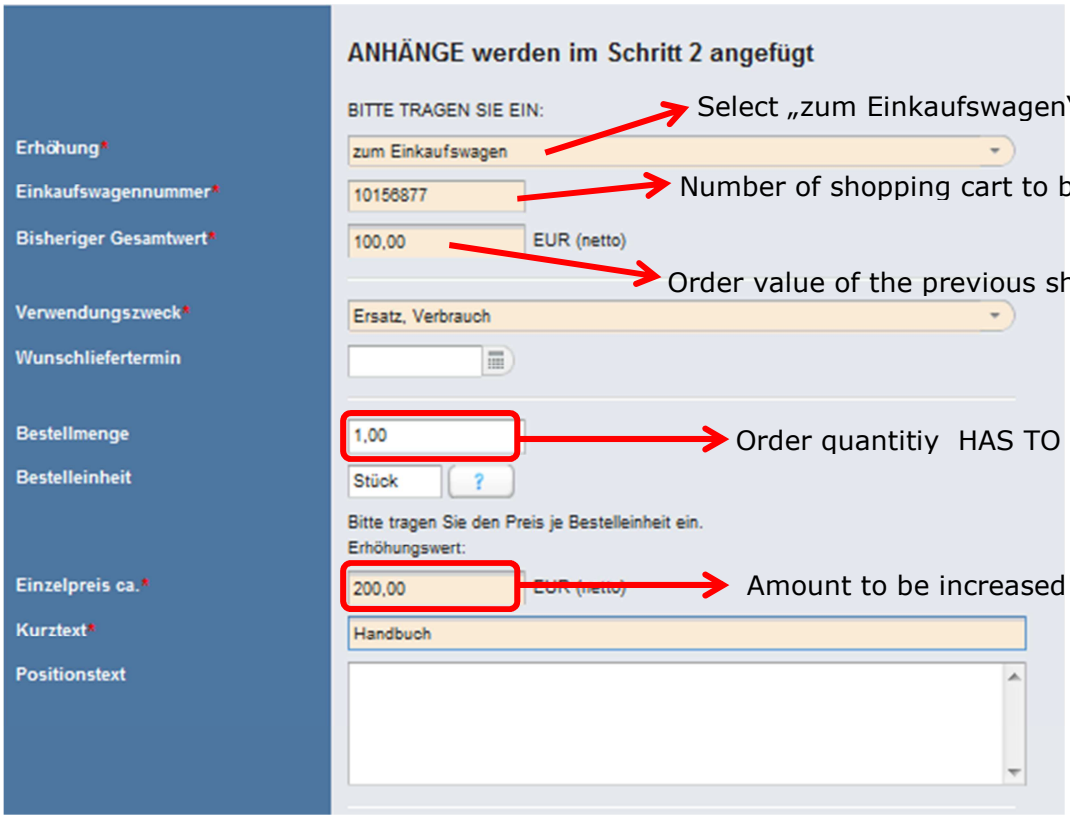
As soon as you have discovered the appropriate shopping cart, please click the green cross symbol at the beginning of the line: - A window opens, showing the positions of the shopping cart.
By selecting the „title heading" [1] and the subsequent addition to the shopping cart with the help of the green shopping cart symbol [2], you are confronted with gradually opening positions which may now be adapted by you

11.5. Increase of a purchase requisition - Erhöhungs-BA (Bedarfsanforderung)

In most cases, the increase of a purchase requisition has to be filled out at the request of a purchaser, being justified by the fact that a shopping cart, ordered by you, exceeds the initially estimated costs. Please create a new shopping basket, based on the original one. Please log in to the e.biss and click Einkaufen, modify your personal settings like cost centre and unloading place. Afterwards please go to the e.biss catalogue. On top of the right side you find 3 symbols. Please click the middle symbol (see chapter 12.3) **"zu den Eigenen Warenkörben wechseln"** (switch to your personal shopping carts). Please choose the shopping cart to be considered by clicking the green cross. In case the shopping cart should be composed of different positions, please only choose the first position as the increases may only contain one position (increases are only valid for the



entire shopping cart, but not for single positions). With the shopping cart you are now opening the "catalogue page" which has to be filled out as follows:



The total value will not be noted!

Whenever the amount of a position exceeds 5000 Euro, you are automatically asked to enclose the attachment 1 for this position. Like this, compliance with the approval levels is guaranteed.

You may now add to your shopping cart, transfer and order!

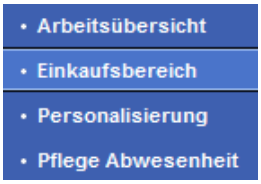
The shopping cart view allows finding the approvers note with following indications regarding the shopping cart:

» Increase of shopping cart No.
» original total value
» updated total value

The total value is automatically calculated by the system.

In case you intend to look at your shopping cart at a later time, please enter the purchasing area via the homepage. Under the heading **Positionsname** (name of position) you find the remark "Erhöhung" (increase).

11.6. Purchasing area (Einkaufsbereich)



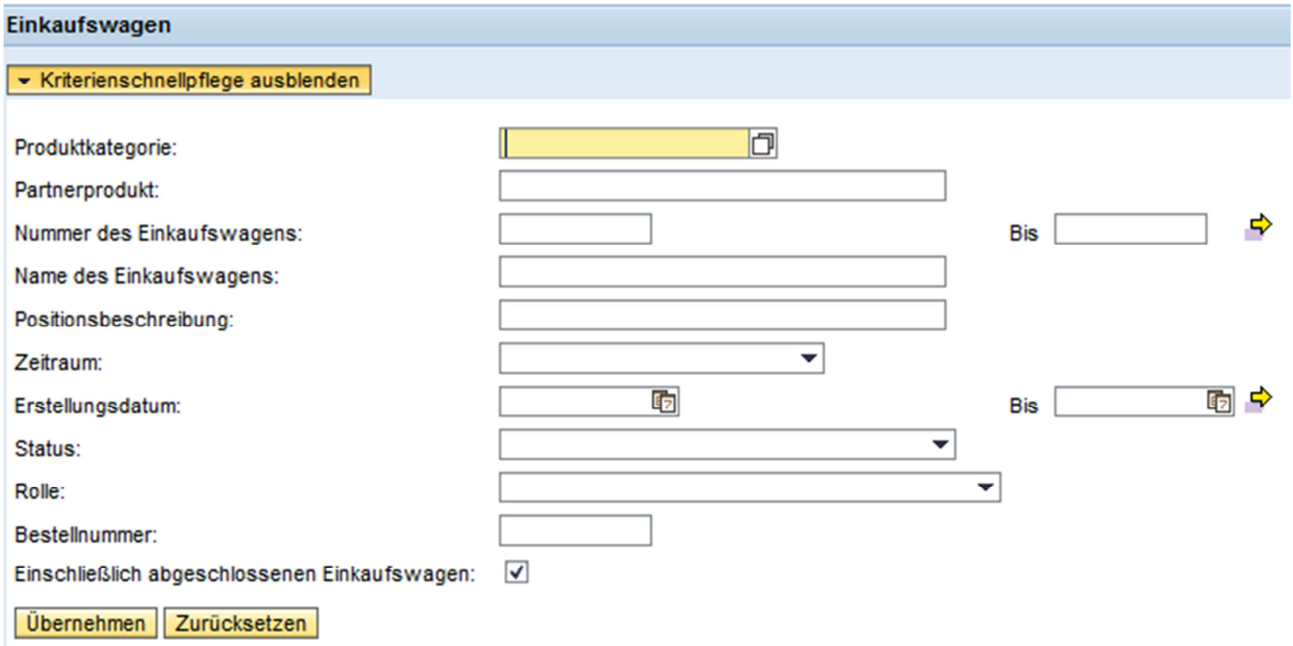
Under the menu item „Einkaufsbereich" you may

- open a print preview
- have displayed details regarding the shopping carts
- work on shopping carts already saved
- check remarks regarding the status

As a user you have the possibility to control the status of your order. Under the menu item "Einkaufsbereich" (Purchase area) you will see all shopping carts and templates created by you in the e.biss system.

After having chosen a position and having clicked to "**Anzeigen"** (indicate), all details regarding the specific shopping cart can be studied.

In case the requested shopping cart should not appear, please go to **"Kriterienschnellpflege"** (show quick maintenance). A search request opens and here you can start a filtering procedure by entering numerous inputs.



If you are looking for former shopping carts for the first time, please leave all fields untagged and just mark the field **"Einschließlich abgeschlossener Einkaufswagen"** (incl. completed shopping carts). A targeted search for shopping carts can be realised by various means of selection, which, if necessary, can even be combined. Conveniently the timeframe should be configured to 90 days, otherwise all shopping carts ever created by you would be loaded and this procedure probably might take considerable time. By clicking **"Übernehmen"** (taking over) your search is saved.
In case your shopping cart has been named by you, you may use this name for your search. Your shopping carts name should be marked with one **asterisk** in front and one at the end of this ***name***, allowing the system to find such partial term.

11.7. Approval

Whenever you created a shopping cart, containing articles which are subject to a committee's approval, following e-mail is sent to you for purposes of information.
In case of an approver's rejection, you will receive a message which will appear in your working area

as well as to your mail account (see below screenshot)
The sender is workflowuser
The subject will be:
Mail: shopping cart 10157804 rejected

Click to the link and amend the shopping cart as requested. The approver's note normally will inform you about the reason for refusal. The function **„Bearbeiten"** allows to amend the shopping cart. After having effected the necessary amendments, the shopping cart can be sent again by clicking **„Fortsetzen".**

The function **„Annehmen"** means the acceptance of the rejection. The position concerned will be cancelled and the shopping cart will finally be considered as cancelled. In case the original shopping cart should contain further positions, these positions will continue going through the normal workflow of approval and will be ordered.

In case a shopping cart has been amended, you will receive following informative e-mail (extract):

From: Workflowuser [mailto:vdv-ebiss@desy.de]
Sent: Monday, May 13, 2013 12:52 PM
To: Ptok, Malgorzata
Subject: Mail: Einkaufswagen 10157804 wurde geändert

Bitte antworten Sie nicht auf diese automatisch erstellte E-Mail!

Mail:
Shopping cart 10157804 amended

12. Contact persons of the purchasing department/Responsibilities

In principle the purchasers are assigned to certain category of goods. In case of questions regarding a particular article, e.biss provides you, within the input procedure of the free text order, with the information about the person to be the contact person for this article group.

Each free text form shows the field **"Links"** in the lower part. Here you have the possibility to have indicated the list of all contact persons of the purchasing department.

If you should already have forwarded your shopping cart, you can use the opportunity to find out in the purchasing area (see chapter 8.2) who presently is working on your shopping cart. Go to your shopping cart via **"Anzeigen"** (indicate) and click **"Details"**. Now the details of the positions are shown, among others the corresponding purchasing group. Clicking **"Mitglieder anzeigen"** (show members) allows you to see the name and the phone number of the purchaser in charge.
In case a purchase order should already have been created, please go to "zugehörige Belege" (related documents), where you will find a list of all steps performed so far. The link "Bestellungen" (orders) gives access to the foreseen date of delivery and the number of the corresponding purchaser.

Following link also provides an overview of the assignment of purchasers:
http://warenwirtschaft.desy.de/sites2009/site_v4/content/e2277/e62808/infoboxContent98428/DESY-AnsprechpartnerinderWarenwirtschaft_ger.html

13. Imprint

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Validity

The present manual describes e.biss like it has been tested and launched at DESY. e.biss will continuously be developed and updated for DESY concerning both, functionality (V1-DV) and the content of the catalogue (Content Management). No warranty is given for the complete and correct presentation. All organizational advices of this manual exclusively refer to DESY.

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Note

This manual as well as many other documents can be downloaded from the website:

http://warenwirtschaft.desy.de/ebiss_procurement_system/index_eng.html

http://warenwirtschaft.desy.de/ebiss_beschaffungssystem/index_ger.html